



BUSINESS SERVICES DIRECTORY

OCTOBER 2006

U.S. Department of Agriculture
Animal and Plant Health Inspection Service
Marketing and Regulatory Programs Business Services

MRPBS Organizational Chart

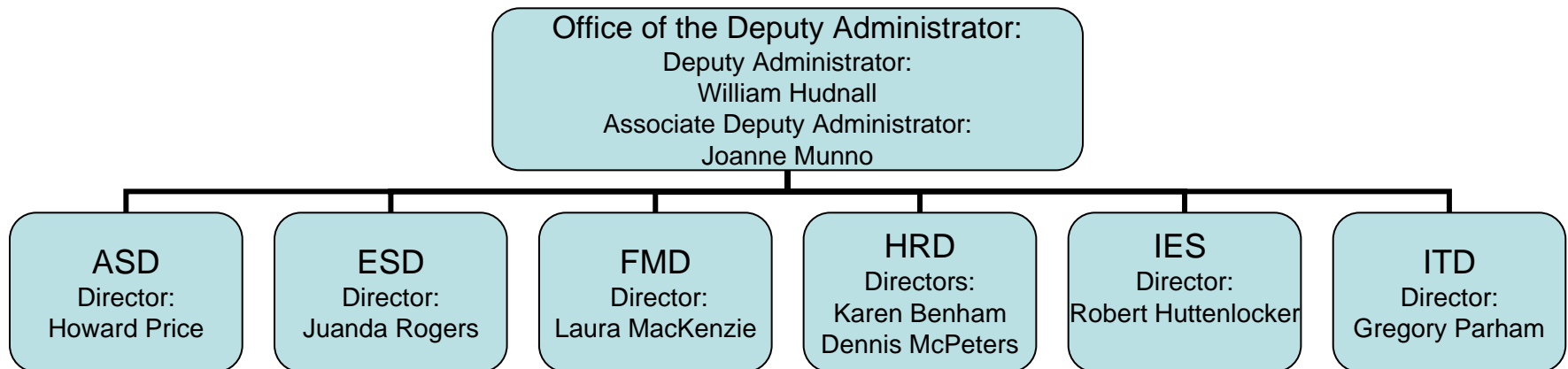


TABLE OF CONTENTS

OFFICE OF THE DEPUTY ADMINISTRATOR (ODA)	1
ADMINISTRATIVE SERVICES DIVISION (ASD)	2
OFFICE OF THE DIRECTOR	2
Procurement Branch	2
Engineering Services Branch	2
Procedures Policy and Systems Branch	3
Information Technology Contracting Branch	3
Printing, Distribution, Mail, and Copier Solutions Branch	3
EMPLOYEE SERVICES DIVISION (ESD)	4
OFFICE OF THE DIRECTOR	4
Security Branch.....	4
Safety, Health, and Employee Wellness Branch	4
Conflict Prevention and Resolution Branch	4
Training and Development Branch.....	4
Facilities and Conference Services Branch.....	5
Riverdale Service Center	5
Washington D.C. Service Center	5
Fort Collins Service Center	5
Raleigh Service Center	5
Minneapolis Service Center	5
FINANCIAL MANAGEMENT DIVISION (FMD)	6
OFFICE OF THE DIRECTOR	6
Financial Systems and Reporting Branch	6
Financail Services Branch.....	6
Travel Services Center.....	6
Agreements Services Center	6
Review and Analysis Branch.....	7
Washington Financial Services Branch.....	7
Minneapolis Financial Services Branch.....	7
HUMAN RESOURCES DIVISION (HRD)	8
OFFICE OF THE DIRECTOR	8
AMS/GIPSA Employee Relations (EMR) Branch.....	8
AMS/GIPSA ER	8
APHIS Employee Relations Branch	8
Employee Misconduct Investigations Branch.....	9
Employment, Classification, and Compensation Policy Branch (ECPB)	9
Assessment and Litigations Branch	10
Human Resources Operations – Riverdale/Washington	10
Human Resources Operations - Minneapolis.....	10
INVESTIGATIVE AND ENFORCEMENT SERVICES (IES)	13
OFFICE OF THE DIRECTOR	13
Eastern Region	13
Western Region	13
Intelligence Analysis Unit	13
INFORMATION TECHNOLOGY DIVISION (ITD)	14
OFFICE OF THE CHIEF INFORMATION OFFICER (CIO)-Unit 101	14
Applications and Information Management (AIM) Branch	14
Forms, Issuances, and Records Management.....	14
Forecasting and Planning Services (FPS)	14
Customer Service (CS) Branch.....	14
Customer Service Staff (Riverdale, DC, and Minneapolis).....	14
Eastern Region Customer Service Staff (Raleigh)	15
APHIS Technical Assistance Center (ATAC)	15
Western Region Customer Service Staff (Ft Collins)	15
Policy, Planning and Training Staff (PPT)	15
Technology Resources Management (TRM) Branch	15

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP- BUSINESS SERVICES (MRPBS)**

OFFICE OF THE DEPUTY ADMINISTRATOR (ODA)

William Hudnall, Deputy Administrator	202-720-5213	Fax No.: 202-690-0686
Phyllis Piper, Secretary	202-720-5213	Fax No.: 202-690-0686
Joanne Munno, Associate Deputy Administrator	202-720-5213	Fax No.: 202-690-0686
Melanie Berryman-Gordon, Secretary	202-720-5213	Fax No.: 202-690-0686
Julie Cooper, Special Assistant to the Deputy Administrator	301-734-7742	Fax No.: 301-734-5403

MAILING ADDRESSES

WASHINGTON, DC

USDA, APHIS, MRPBS, ODA
1400 Independence Ave., SW.
308 E Jamie Whitten Building
Washington, DC 20250

RIVERDALE, MD

USDA, APHIS, MRPBS, ODA
4700 River Road, Unit 80
Riverdale, MD 20737

MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)

ADMINISTRATIVE SERVICES DIVISION (ASD)

OFFICE OF THE DIRECTOR-Unit 122

Howard G. Price, Director
Tanica Butler, Secretary

301-734-5684
301-734-7673

Fax No.: 301-734-3271
Fax No.: 301-734-3271

MAILING ADDRESSES

MINNEAPOLIS, MN

USDA, APHIS, MRPBS, ASD
100 North Sixth Street, 5th Floor
Suite 510C
Minneapolis, MN 55403

RIVERDALE, MD

USDA, APHIS, MRPBS, ASD
4700 River Road, Unit 122
Riverdale, MD 20737

WASHINGTON, DC

USDA, APHIS, MRPBS, ASD
1400 Independence Ave., SW
Mail Stop 3445
Washington, DC 20250

KANSAS CITY, KS

USDA, APHIS, MRPBS, ASD
NLSC Warehouse
1510 Bannister Road, Bldg. 1
Kansas City, MO 64131-3063

Procurement Branch – Suite 510C

Vacant, Branch Chief 612-336-3227

Contracting Team – Receives the requests for acquisitions that are estimated above \$100,000. These goods and services are not available from the primary sources of supply such as GSA stock, program, or contracts. This team assists in preparing Statements of Work for a wide range of service and supply contracts and awards and administers these contracts. This team provides services to all of MRP.

Dave Asher, Procurement Technician 612-336-3203
Jose-Luis Gallagher, Contract Specialist 612-336-3206
Debbie Halvorson, Management Assistant 612-336-3239
Patricia Harris, Contract Specialist 612-336-3207
Margie Thorson, Contract Specialist 612-336-3209
Jason Wilking, Contract Specialist 612-336-3210
Larry Nelson, Contract Specialist 612-336-3225
Corinne Nygren, Contract Specialist 612-336-3235

Fax No.: 612-370-2106

Purchasing Team – Processes procurement requests under \$100,000 for all of MRP. Like the Contracting Team, this team works in defining work statements for supplies and services. The Purchasing Team provides service to all of MRP.

Dennis Barry, Purchasing Agent 612-336-3216
Gloria Benson, Purchasing Agent 612-336-3220
Susan Federko, Purchasing Agent 612-336-3353
Jayne Frommes, Purchasing Agent 612-336-3221
Sherree Johnson, Purchasing Agent 612-336-3222
Charlene Lambert, Purchasing Agent 612-336-3223
Joanne Mann, Purchasing Agent 612-336-3224

Fax No.: 612-370-2136

NLSC Kansas City Warehouse Team – Offers support to USDA customers nationwide as well as Mexico and Puerto Rico by stocking an inventory of items required by the Brucellosis Program and other VS and, on a limited scale, PPQ programs. This team places purchase orders against various MRPBS supply contracts in addition to ordering from GSA and other sources, and monitors the storage and shipment of inventoried items to customers. This team provides service to APHIS only.

Rick Patterson, Property Manager 816-926-1629
Melody Allison, Support Technician 816-926-5163

Fax No.: 816-823-4360

Engineering Services Branch- Unit 115

Gareth Rawle-Diedrick, Branch Chief 301-734-8263

Provides professional services of an architectural/engineering nature specifically in the areas of planning, design, construction, utilities, alterations, repairs, and installation of fixed equipment in APHIS-owned/leased buildings and facilities. This branch provides services to APHIS only.

LaVerna Allen, Management Assistant 301-734-8263
Blair Barger, Civil Engineer 301-734-7907
Keith O'Bryan, Mechanical Engineer 301-734-5505
Cynthia Barzey, Contract Specialist 301-734-5343
Kathryn Schmidt, Contract Specialist 612-336-3208
Sophie Spencer, Contract Specialist 301-734-5110
Toni Taylor, Electrical Engineer 301-734-4793
Maxwell Yao, Environmental Engineer 301-734-7911
Wendell Leonard, Architect 301-734-4462

Fax No.: 301-734-4846
For Kathryn Schmidt, Fax No.: 612-370-2106

Real and Personal Property Team – Suite 510C

George Hartson, Manager 612-336-3214

Realty Team – Covers all areas of leasing, market surveys, lease administration, as well as household and office moves. The team performs all Agency and GSA leasing activities for APHIS, AMS, GIPSA, and NAD, including management of real property, tracking, and reporting on these activities.

Gary Crook, Realty Specialist 612-336-3226
Karen Finke, Realty Specialist 612-336-3232
Rick George, Realty Specialist 612-336-3228
Darrellyn Gereau, Transportation Assistant 612-336-3229
Theresa Gmitterko, Realty Specialist 612-336-3230
Kay Huntsman, Realty and Household Moves Technician 612-336-3233
Jennifer Rammer, Realty Specialist 612-336-3212
Brenda Santelman, Realty Specialist 612-336-3231

Fax No.: 612-370-2116

Property Team – Provides motor vehicle and personal property management services. Services provided to APHIS, AMS, and GIPSA include: managing and tracking all inventories, motor vehicle purchases, management of Voyager gas cards, handling activities involved with tracking, and working with motor vehicle accident claims.

Archie Crandall, Property Management Specialist 612-336-3216
Inez DeCoteau, Property Management Specialist 612-336-3217
Micheal Hancock, Management Analyst 202-720-4362
Russell Noyes, Vehicle Fleet Management Spec. 612-336-3218
Timothy Rook, Management Analyst 202-690-0054

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)
ADMINISTRATIVE SERVICES DIVISION (ASD)**

Fax No.: Minneapolis, MN 612-370-2083
Washington, DC 202-720-4278

Procedures Policy and Systems Branch - Unit 113

Norita Thomas, Branch Chief 301-734-3696

Provides policy coordination and interpretation and program management services in the areas of real and personal property, contracting, Purchase Card Management System (PCMS), Contracting Officer Warrant System, Office of Small and Disadvantaged Business Utilization (OSDBU), Aircraft and Motor Vehicle Fleet management, Voyager gas card and Energy and Recycling Management. This branch provides services for all of MRP.

Melissa Turner-Duell, Management Assistant 301-734-3703
Marcus Brown, MRPBS Intern 301-734-0733
Sandra Case, Procurement Analyst 202-720-7599
Sandra Gardei, Property Specialist 301-734-4331
Kenneth Lawson, Management Analyst 202-720-3020
Annette Perry, Property Mgmt. Specialist 301-734-8468
Vacant, Management Analyst

Fax No.: Riverdale 301-734-3271
Washington, DC 202-720-3249
Minneapolis, MN 612-336-2106

Information Technology Contracting Branch - Unit 45

Vacant, Branch Chief 301-734-4703

Plans, organizes, and coordinates the contracting program for procurement of information technology awards. Services for AMS entail the receipt of requests for IT supplies, equipment, and services and securing these through the issuance of purchase orders or contract awards to vendors on the open market or through GSA. This team provides services for all of MRP.

Stephanie Baker, Contract Specialist 301-734-3264
Andre Nelson, Procurement Clerk 301-734-7915
Rodney Walker, Contractor Support 301-734-4705
Linda Washington, Contract Specialist 301-734-7576

Fax No.: Riverdale, MD 301-734-8871
Fort Collins, CO 301-734-7323
970-494-7181

Printing, Distribution, Mail, and Copier Solutions Branch - Unit 1

Ray Nosbaum, Branch Chief 301-734-4474

Establishes and interprets policy for MRP printing, copying, distribution, mail management, and delivery. For these same services, the branch pursues initiatives to improve systems and technology.

Barbara Barrett, Support Services Specialist 301-734-5912
Tanya Bowling, Support Services Specialist 301-734-5908
Dale Haynes, Mail Clerk 301-734-5524
Sonja Horne, Administrative Support Assistant 301-734-5524
Carol Johnson, Support Services Assistant 301-734-8633
Mary Kellington, Support Services Specialist 301-734-7582
Ed Lawson, Support Services Specialist 301-734-5523
David Lee, Motor Vehicle Operator 202-720-6893
Bennie Leaphart, Support Services Specialist 301-734-3851
Anita McGrady, Print Specialist 202-720-4363
Milton McKinney, Support Services Assistant 301-734-4482
Elma June Myers, Management Analyst 301-734-3869

Fax No.: 301-734-8455

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)**

EMPLOYEE SERVICES DIVISION (ESD)

OFFICE OF THE DIRECTOR-Unit 80

Juanda Rogers, Director	301-734-6503	Fax No.: 301-734-3868
Zynise Carter, Secretary	301-734-5264	Fax No.: 301-734-3868
Patricia McQuillan, Administrative Officer	301-734-7824	Fax No.: 301-734-3868
Christina Furnkranz, Program Assistant/Special Projects	301-734-3859	Fax No.: 301-734-3868

MAILING ADDRESSES

FT. COLLINS, CO

USDA, APHIS
MRPBS, ESD
2150 Centre Avenue
Bldg. B, MSC 2E6
Ft. Collins, CO 80526

MINNEAPOLIS, MN

USDA, APHIS
MRPBS, ESD
100 North 6th Street
Butler Square West
Minneapolis, MN 55403

RIVERDALE, MD

USDA, APHIS
MRPBS, ESD
4700 River Road
Riverdale, MD 20737

WASHINGTON, DC

USDA, APHIS
MRPBS, ESD
1400 Independence Ave. SW
Rm. 0763 South Building
Washington, DC 20250

RALEIGH, NC

USDA, APHIS,
MRPBS, ESD
920 Main Campus Dr
Suite 200
Raleigh, NC 27606

Security Branch - Unit 9

Provides emergency response to threats involving APHIS facilities and employees, and coordinates with local and Federal law enforcement for employee protection. The Branch manages security guard contracts for APHIS, conducts security assessments for threat mitigation and loss prevention, and makes recommendations for fencing, locks, lighting, and security alarm and access control systems. The Branch also administers the national badging, physical security, biosecurity programs, and workplace violence. The Workplace Violence Prevention Program initiates USDA and APHIS policies enforcing that every customer and employee be treated fairly and equitably, with dignity and respect.

Ken Miller, Branch Chief	970-494-7169 301-734-5540	Fax No.: 970-494-7174
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Riverdale, MD

Tom Gallardo, Physical Security Specialist	301-734-5606	Fax No.: 301-734-4791
Keisha Durette, Security Office Assistant	301-734-5500	Fax No.: 301-734-4791
John Capehart, Workplace Violence Coordinator	301-734-3173	Fax No.: 301-734-4791
Sharon Phillips, Management Assistant	301-734-3700	Fax No.: 301-734-7815

Raleigh, NC

Christian Lee, Physical Security Specialist	919-855-7012	Fax No.: 919-855-7030
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Ft. Collins, CO

Chadwick Olms, Physical Security Specialist	970-494-7165	Fax No.: 970-472-1897
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Safety, Health, and Employee Wellness Branch – Unit 124

Dr. T. Richard Walker, Branch Chief	301-734-8958
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Provides employee services in a number of critical areas for the Agency including: Safety, Health, Employee Wellness, the Employee Assistance Program, the Drug-Free Workplace Program, the Occupational Medical Monitoring Program, Industrial Hygiene, Safety Training, Ergonomics, Environmental Protection, and Worker's Compensation (for AMS also).

Denise Patterson, OWCP Program Manager	301-734-8350
Marquess Commodore, Worker's Comp. Spec.	301-734-8133
Ginger Dorsey, Ergonomics Program Manager	301-734-6138
Scott Legendre, Safety and Health Technician	301-734-7488
Lori Miller, Environmental Protection Specialist	301-734-0626
Hilret J-Passmore, Admin Support Assistant	301-734-6116
Peter Petch, Industrial Hygienist	301-734-5383
Richard Tyner, Occ. Safety and Hlth Specialist	301-734-5991

Main No.:	301-734-6116
Fax No.:	301-734-7828

Conflict Prevention and Resolution Branch – Unit 5

Jerry Coursey, Branch Chief	301-734-8299
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Provides a variety of services to enhance communication between individuals, working units, teams, and programs. Services include: mediation; facilitated group discussions; meeting facilitation; training in conflict management; communication; working styles; Myers Briggs; emotional intelligence; navigation and leading organizational change; leadership transition; consulting and coaching services; and group dynamic communication and problem solving.

Michael Colbert, Mediator/Conflict Res. Spec.	301-734-5203
Rae Jones, Mediator/Conflict Resolution Spec.	301-734-3272
Winanne Kreger, Mediator/Conflict Res. Spec.	301-734-8429
Deborah Linder, Mediator/Conflict Resolution Spec.	301-734-4389
Collette Rose, Program Assistant	301-734-5581
Ayanna Smith, Mediator/Conflict Resolution Spec.	301-734-3161

Main No.:	301-734-4950
Fax No.:	301-734-4938

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)
EMPLOYEE SERVICES DIVISION (ESD)**

Minneapolis, MN

Pam Lyons, Mediator/Conflict Resolution Spec. 612-336-3298

Fax No.: 612-336-3540

Ames, IA

Don Donnell, Mediator/Conflict Resolution Spec. 515-663-7238

Fax No.: 515-663-7397

Training and Development Branch – Unit 24

Tim Blackburn, Branch Chief 301-734-5738

Provides all non-technical Agencywide professional training and development policy, services, and systems to all employees including supervisory, managerial, and executive level development, throughout the U.S. and overseas.

Lajuan Barnes, Training Technician	301-734-5817
Dawna Boney, Human Resources Assistant	301-734-5747
Tanya Briscoe, Training Technician	301-734-5551
David Foley, Training Specialist	301-734-6367
Elaine Gilbert, Training Specialist	301-734-5917
Betsy Guardiola, Training Specialist	301-734-8554
Wendy Johnson, Human Resources Specialist	301-734-5317
Mary Ellen Keyes, Training Specialist	301-734-6513
Aline Lauredan, Student/Office Assistant	301-734-4949
Cindy Pericak, Education Specialist	301-734-4990
Jean Reese, Training Specialist	301-734-8657
Traci Ridley, Training Technician-Technology	301-734-4388
Dale Short, Training Specialist (detail)	301-734-5732
Paul Silverio, Education Specialist	301-734-3766
Vacant, Office Assistant	301-734-4949
Christopher Speight, Training Technician	301-734-5219
Kendra Young, Student/Office Assistant	301-734-3234
Vacant, Training Technician	301-734-4973

Main No.: 301-734-4949

Fax No.: 301-734-3153

Facilities and Conference Services Branch – Unit 114

Laura Young Parks, Branch Chief	301-734-3867
Juanita Whiting, Facilities Spec., Field Liaison	301-734-5556

Main No.: 301-734-8010

Fax No.: 301-734-7815

Riverdale Service Center

Provides services for APHIS by coordinating the management of building services in the areas of maintenance, relocation, space design, and renovation services; personal property services; property passes; conference management and event planning services; locator services; labor services; and Riverdale and DC parking services.

Harvey Alston, Labor Services-Riverdale/DC	301-734-8003
Dina Barbour, Conference Management	301-734-0831
Vickie Bliss, Building and Space Management	301-734-7720
Catherine Brown, Conf. and Events Manager	301-734-3858
Paulette Gould, Lease Admin. and Bldg./Space	301-734-4445
Kathy Legendre, Bldg and Space Management	301-734-5558
Margaux Nenichka, Help Desk	301-734-8010
Toni Paris, Conferences and Events	301-734-5122
Jerome Patterson, Personal Property	301-734-5699

Main No.: 301-734-8010

Fax No.: 301-734-7815

Washington D.C. Service Center

Coordinates the management of building services in the areas of maintenance, relocation, space design, and renovation services; personal property services and property passes; security operations representative for DC; parking representative for AMS internal parking/carpool applications; parking representative for GIPSA carpool applications; and shipping, receiving, and labor services for the Washington metropolitan area. Provides services for APHIS, AMS, and GIPSA.

Gregg Ramsey, Facility Manager	202-720-3823
Shelly Queen, Building Management	202-690-4096

Fax No.: 202-720-3910

Fort Collins Service Center

Provides onsite support in the overall management of building services in the areas of: security operations; reception services; supplies; mail and shipping; meeting room management; space design, basic maintenance, and renovation services; labor services; and parking services for the NRRC Building B facility that houses the APHIS Western Regional office, ITD, and VS CEAH.

Gail Moses, Facility Manager	970-494-7171
Will Anderson, Labor Services	970-494-7163
Linda Flynn, Assistant Facility Manager	970-494-7170
Ken Horner, Mail and Supply Services	970-494-7164
Beverly Rogers, Receptionist and Admin Asst	970-494-7001
Dasha Sanchez, Mail and Supply Services	970-494-7162
Kathy Snover, Facilities Svcs Technician	970-494-7168
Main No.:	970-494-7001
Fax No.:	970-494-7174

Raleigh Service Center

Provides onsite support in the overall management of building services in the areas of: reception services; supplies; mail and shipping; meeting room management; space design; basic maintenance and renovations services; and parking services for the APHIS Eastern Regional Office. Provides security operations for all APHIS offices located in Raleigh, NC.

Lorraine Jones, Facility Manager	919-855-7007
Kevin Bolin, Mail and Copier Services Mgt.	919-855-7006
Annette S. McMillan, Conference Management and Facilities Services	919-855-7010
Daniel Quick, Assistant Facility Manager	919-855-7005
Cathy Wood, Office Automation Assistant	919-855-7000

Main No.: 919-855-7000

Fax No.: 919-855-7030

Minneapolis Service Center

Provides onsite support in the overall management of building services in the areas of: security operations; reception services; supplies; mail and shipping; meeting room management; relocation and space design; and basic maintenance and renovation services.

Annette Maros, Facility Manager	612-336-3249
Paul Hanto, Assistant Facility Manager	612-336-3278
Jodie Hawthorne, Receptionist	612-336-3347

Main No.: 612-336-3200

Fax No.: 612-370-2295

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)**

FINANCIAL MANAGEMENT DIVISION (FMD)

OFFICE OF THE DIRECTOR

Laura MacKenzie, Director
Allyson Johnson, Division Secretary

202-720-9721
301-734-5412

Fax No.: 202-720-8882
Fax No.: 301-734-3148

MAILING ADDRESSES

MINNEAPOLIS, MN

USDA, APHIS, MRPBS, FMD
100 North Sixth Street, 5th Floor
Suite 510C
Minneapolis, MN 55403

RIVERDALE, MD

USDA, APHIS, MRPBS, FMD
4700 River Road
Riverdale, MD 20737

WASHINGTON, DC

USDA, APHIS, MRPBS, FMD
1400 Independence Avenue, SW
Washington, DC 20520

FORT COLLINS, CO

USDA, APHIS, MRPBS, FMD
2150 Centre Ave., Building B
MS2W9
Fort Collins, CO 80526

Financial Systems and Reporting Branch - Unit 54

Barbara Thompson Branch Chief 301-734-6604
Vacant, Secretary 301-734-8351

Fax No.: 301-734-8064
970-494-7455

Coordinates the Agency's overall formulation of financial systems, preparation, and justification of financial reporting and execution of current and long-range policies and programs relating to the budget and financial priorities of APHIS.

Ronda Bishop, Financial Systems, FFIS
Functional Administrator 301-734-8317

Barbara Blackwell, Financial statements, general
ledger analysis, personal property
accounting 301-734-5410

Giana Jowers, Financial Systems, FFIS
Functional Administrator 301-734-6619

Linda Stuckey, ATS, FFIS Security 301-734-4972

Sharon Thompson, Financial statements,
general ledger analysis, real property
accounting 301-734-8121

Bhadra Vadali, financial statements, general
ledger analysis 301-734-6370

Budget Execution Support Team – Agency level budget execution; apportionments, non-expenditure transfers, allocations, support unit status of funds, prior-year monitoring, working capital funds, and annual close. Also, agency contact for BRIO training and report writing assistance.

Stacy Teachman, Supervisory Budget Analyst 301-734-8251

Christie Evans, Budget Analyst 301-734-4882

Melanee Miller, Budget Analyst 301-734-6269

Barbara Recktenwald, Budget Analyst 970-494-7446

Charles W. Smith IV, Budget Analyst 301-734-6591

Gretchen Strecker, Budget Analyst 301-734-5691

Vacant, Budget Analyst 301-734-8382

Financial Services Branch - Unit 55

Donna Ford, Branch Chief 301-734-5752
Vacant, Secretary 301-734-5361

Fax No.: 301-734-5972

Provides policy guidance and develops and recommends Agency policies and procedures relating to travel, agreements, and user fee activities.

Travel Services Center (Unit 55) – Develops Agency policies and instructions to ensure compliance with the Federal Travel Regulations. This includes written and oral travel advice, technical guidance, and instructions on travel-related issues.

Candy Anderson, Travel Management Specialist
(PPQ –primary) 301-734-7743

Michelle Battle, Travel Management Specialist
(VS-primary, and OA) 301-734-7456

Chemin Bolden, Travel Management Specialist
(MRPBS-primary, and
BOA Travel Card Coordinator) 301-734-8788

Emily Bramhall, Travel Management Specialist
(AMS-primary) 202-690-3741

Shirley Ickes, Financial Systems Specialist
(AMS-primary) 202-690-3733

Cathy Timms, Travel Management Specialist
(WS-primary, BRS, AC, PPD, IES) 301-734-4865

Fax No.: 301-734-5972

Agreements Services Center (Unit 55) – Responsible for agreements execution and administration including review and/or development, policy development, interpretation and guidance, and other related support activities.

Anita Ridley, Manager 301-734-8792

Eileen Berke, Agreements Specialist
(AC, IES, BRS, and E-Grants) 301-734-8330

Carol Coldren, Agreements Specialist (VS-HQ
and PPQ International Trust Funds) 301-734-8109

Vicky Irving, Agreements Specialist (VS-HQ and
PPQ International Trust Funds) 301-734-8060

Kelly Huszar, Agreements Specialist (VS-Regions,
Labs, Centers and Training) 301-734-3567

Tammie Long, Agreements Specialist
(PPQ-HQ and OA Interagency
Agreements) 301-734-8122

Leonelle Lund, Agreements Specialist (PPQ-HQ) 301-734-0815

Daphne Reid, Agreements Specialist
(PPQ-CPHST) 301-734-8824

Linda Stevens, Agreements Specialist
(WS and ACMS Agreements Contact) 301-734-8079

Heather Trainum, Agreements Specialist
(MRPBS Interagency Agreements,
and WS) 301-734-6108

Mary Van Denk, Agreements Specialist (IS, LPA,
PPD and MRPBS/OA, Except IA's) 301-734-8002

Dawn Youngling, Administrative Support Assistant
(Interagency Agreements) 301-734-5901

User Fee Team (Unit 54) – Develops and implements APHIS user fees and ensures full cost recovery for services rendered. Provides policy guidance and develops procedures relating to user fee activities.

Kris Caraher, Manager 301-734-5743

BJ Mitchell, Accountant (VS User Fees) 301-734-5785

Cathy Schlegel, Accountant (PPQ User Fees) 301-734-8729

Fax No.: 301-734-8064

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)
FINANCIAL MANAGEMENT DIVISION (FMD)**

Review and Analysis Branch - Unit 310

Judith Allen, Branch Chief 301-734-5561
Katie Linkous, Secretary 301-734-8189

Fax No.: 301-734-3148

Provides program oversight and management improvements through reviews including programs under cooperative agreements and grants, international trust funds, international post and programs, and reviews to ensure compliance with the Horse Protection Act. The mission is to foster a partnership with the management of the areas reviewed to facilitate fundamental operational and administrative improvement, support, and cooperation. The Branch provides the Agency's Management Control oversight function (including implementation of A-123) ensuring that any material weakness is identified and corrected. Also provides agency liaison assistance with OIG/GAO audit groups, developing Agencywide responses to audit findings and followup to ensure audit recommendations are implemented.

Brendon Burrows, Management Analyst 301-734-3176
Joan Conway, Management Analyst 301-734-4343
Karen Cropper, Management Analyst 301-734-5872
Barbara Giddo, Auditor 301-734-0779
Aretha Johnson, Auditor 301-734-8862
Rochelle Langley, Management Analyst 301-734-0778
Eric Longen, Management Intern 301-734-8840

Washington Financial Services Branch

Connie Barnes, Branch Chief 202-720-1733
Robin Dickerson, Administrative Assistant 202-720-4351
Jill Benjamin, Financial Support Assistant 202-720-0260

Fax No.: 202-720-8882

Participates with AMS and GIPSA management and staff in formulating and recommending integrated financial policies and programs, including systems, methods, instructions, procedures, and forms for activities of the agencies.

Ron Baire, Lead Accountant 202-720-3731
Ken Barth, Accountant 202-720-3729
Kenneth Curry, Lead Accountant 202-690-3722
Genea Henson, Accountant 202-720-9720
Deborah Malik, Financial Systems Analyst 612-336-3241
Joanne Nelson, Accountant 202-720-3732
Darlene Scott, Accountant 202-690-3730
David Rose, Lead Accountant 202-720-4248
Jerry Wadley, Accountant 202-720-6747

Minneapolis Financial Services Branch

Tom Grahek, Branch Chief 612-336-3411
Joneka Givens, Administrative Support Assistant 612-336-3255

Fax No.: 612-370-2083

Accounting and Payments Team - Acts as liaison to field and headquarters offices as well as Controller Operations Division (COD) on financial and accounting data; acts as Document Resolution Managers (DRM) for the Integrated Acquisition System (IAS) for commitment, obligation, and receipting errors; monitors SUSF table and facilitates corrections of rejecting documents; provides monthly statements for cooperative trust fund agreements; processes and records foreign payments; assists in payment research and problem solving; expedites same day payments; organizes and provides APHIS FFIS/BRIO training; processes miscellaneous payments not processed through established payment systems at COD - this includes: SF-1164's,

Indemnity Claims, Cooperative Agreements, Interagency Agreements, Lease Payments, Fee Basis, Blood Sampling, Foreign Allowances, UPS, Training 182's, and miscellaneous payments under \$2,500.

Vikki Soukup, Manager 612-336-3237
Shannon Bona, Financial Analyst 612-336-3247
Ernest Borrego, Accountant 612-336-3234
Patricia Boyer, Accountant Technician 612-336-3272
Debra Broms, Accountant 612-336-3389
Ashley Dinh, Financial Technician 612-336-3213
Sourette Dunn, Financial Technician 612-336-3274
Cindy Gearity, Financial Management Analyst 612-336-3279
Deborah O'Brien, Accountant 612-336-3252
Kimberly Olson, Financial Technician 612-336-3276
Michelle Schmid, Financial Management Analyst 612-336-3244
Laura Schultz, Accountant 612-336-3240
Julie Tripp, Financial Analyst 612-336-3246
Greg Wilkes, Accounting Technician 612-336-3277

Fax No.: 612-370-2073

Debt Management Team – Responsible for debt management of program debt for reimbursable agreements, user fees, civil penalties, reimbursable overtime, and other miscellaneous activities.

Dave Santelman, Manager 612-336-3271
Dean Ballif, Financial Analyst 612-336-3251
Craig Blichfeldt, Debt Management Specialist 612-336-3273
Carolyn Browne, Debt Management Specialist 612-336-3253
Curtis Burt, Debt Management Specialist 612-336-3254
Douglas Crews, Financial Analyst 612-336-3256
Sharon Cronk, Debt Management Specialist 612-336-3258
Lucy Currie, Debt Management Specialist 612-336-3259
Paula Daugard, Debt Management Specialist 612-336-3260
Laurel Eichten, Financial Analyst 612-336-3261
Jennifer Fuchs, Debt Management Specialist 612-336-3262
Sandra Knutson, Financial Analyst 612-336-3265
Kandy Nelson, Debt Management Specialist 612-336-3267
Becky Nye, Debt Management Specialist 612-336-3242
Kimberly Runnigen, Debt Management Specialist 612-336-3262
Bonnie Vevang, Debt Management Specialist 612-336-3268
Jorgeana Williams, Debt Management Specialist 612-336-3264

Fax No.: 612-370-2293

Billings and Collections Team – Provides guidance to APHIS, AMS, GIPSA programs, headquarters, the public, and partner agencies for the administration, management, and processing of tort and employee claims, miscellaneous billings, and Purchase Cards (PCMS). Processes all collections for reimbursable agreements, user fees, civil penalties, reimbursable overtime, and other miscellaneous receipts.

Sheila Hensley, Manager 612-336-3384
Carol Anderson, Financial Management Analyst 612-336-3248
Michael Backstrom, Financial Technician 612-336-3250
Kimberly Dukes, Lead Financial Technician 612-336-3373
Patricia Fucile, Lead Financial Technician 612-336-3405
Elizabeth Groth, Financial Management Specialist 612-336-3284
Barbara Knotz, Legal Administrative Specialist 612-336-3269
Chan Lam, Financial Technician 612-336-3275
Lynn McGourty, Administrative Assistant 612-336-3204
Megan Phommahaxay, Financial Mgmt Analyst 612-336-3243
Deborah Redpath, Legal Administrative Specialist 612-336-3270
Sadie Roubush, Financial Specialist 612-336-3245
Wayne Simon, Financial Analyst 612-336-3293
Michael Vince, Financial Technician 612-336-3263

Fax No.: 612-370-2083

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)**

HUMAN RESOURCES DIVISION (HRD)

OFFICE OF THE DIRECTOR – Room 1709-SB

Dennis McPeters, Asst HR Officer	202-720-6377	Fax No.: 202-720-6308
Karen Benham, Asst HR Officer	301-734-5591	Fax No.: 301-734-8293
Adrienne Jackson, Secretary	202-720-6377	Fax No.: 202-720-6308
Latisha Beverly, Management Analyst	301-734-5431	Fax No.: 301-734-8293
Kathy Slaga, HR Specialist	612-336-3354	Fax No.: 612-370-3001
Loni Spence, HR Specialist	941-377-3538	Fax No.: 941-379-9350

MAILING ADDRESSES

WASHINGTON, DC USDA, APHIS, MRPBS, HRD 1400 Independence Ave., SW Room 1709-SB, Mail Stop 3440 Washington, DC 20250	RIVERDALE, MD USDA, APHIS, MRPBS, HRD 4700 River Road, Unit 17 Riverdale, MD 20737	MINNEAPOLIS, MN USDA, APHIS, MRPBS, HRD 100 North Sixth Street 5 th Floor Minneapolis, MN 55403	FORT COLLINS, CO USDA, APHIS, MRPBS, HRD 3150 Centre Ave Building B, 3 W8 Fort Collins, CO 80526
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AMS/GIPSA Employee Relations (EMR) Branch

LR and AMS/GIPSA ER 1400 Independence Avenue, SW Room 1723, South Building Washington, DC 20250-3481	LR and AMS/GIPSA ER 100 North Sixth Street 5 th Floor Minneapolis, MN 55403
LR and AMS/GIPSA ER 920 Main Campus Drive Suite 200 Raleigh, NC 27606-5213	LR and AMS/GIPSA ER 3150 Centre Avenue Building B, 3W8 Fort Collins, CO 80526

LR provides the full range of labor relations services for APHIS and AMS. The Branch evaluates management and human resources policies in order to determine their labor relations impact and/or implementing requirement; determines the need for and develops APHIS and AMS policies, practices, and procedures related to the conduct of labor-management relations; develops and maintains relationships with APHIS and AMS unions, partnerships, and associations. Within APHIS, serves as management's primary representative in contract negotiations and in the development of negotiation strategies; adjudicates grievances filed under negotiated procedures, and charges of unfair labor practices; coordinates arbitration and Impasses Panel case handling. Represents APHIS and AMS in third-party labor-management related matters; provides labor relations training for managers, supervisors, and union officials; provides general labor relations research services to managers and supervisors; provides mediation and consultative services to resolve disputes; and, maintains liaison with recognized bargaining units and officials of the agencies serviced, the Department, Office of Personnel Management, professional societies, and officials in other Government agencies.

AMS/GIPSA ER provides advice and guidance to AMS, GIPSA, and APHIS-IS managers on approaches to addressing employee misconduct and/or poor performance, and their prevention; consults with managers, gathers facts and/or reviews misconduct reports of investigation, recommends options, and prepares appropriate correspondence and documentation for disciplinary or performance-based actions; utilizes creative approaches and alternatives to traditional disciplinary action; advises on and helps to adjudicate administrative grievances; represents AMS, GIPSA, and APHIS-IS in appeals before the Merit Systems Protection Board; and manages the mission area's ethics program and develops policy and guidance on the full range of ethics issues, including financial disclosure and conflicts-of-interest.

Washington, DC
Beth Blackwood, Branch Chief 202-690-3035
Vacant, Secretary 202-720-5721
Keela Harris, Human Resources Assistant 202-720-1055
Mary Royster, Employee Relations Specialist
Mission Area Ethics Advisor 202-720-9858
Vondell Henson, Employee Relations Specialist
Team Leader/APHIS-IS 202-720-0801
Sandy Conway, Employee Relations Specialist
AMS F&V, Tobacco 202-205-3855
Kelly Spence, Employee Relations Specialist
AMS F&V 202-720-9455
Vacant, Employee Relations
Specialist GIPSA/AMS L&S, T&M 202-720-0553
Jason Thomas, Employee Relations Specialist 202-690-3011

Fax No. 202-720-3039
Vacant, Labor Relations Specialist 202-720-7207

Fax No.: 202-720-4837

Raleigh, NC
Tracey Gallaway, Labor Relations Specialist 919-855-7187

Fax No.: 919-855-7195

Fort Collins, CO
Peter Brownell, Labor Relations Specialist 970-494-7418
Don Dale, Labor Relations Specialist 970-494-7420

Fax No.: 970-494-7424

APHIS Employee Relations Branch

APHIS EMR 4700 River Road Unit 18 Riverdale, MD 20737	APHIS EMR 100 North Sixth Street 5 th Floor Minneapolis, MN 55403
APHIS EMR 920 Main Campus Drive Suite 200 Raleigh, NC 27606-5213	APHIS EMR 3150 Centre Ave Bldg B, 3W8 Ft. Collins, CO 80526

Responsible for providing advice and counsel to supervisors and managers throughout APHIS in identifying the best method(s) to correct misconduct and performance problems. Responsible for

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)
HUMAN RESOURCES DIVISION (HRD)**

preparing proposal and decision letters and arranging for oral conferences as required. Assists supervisors and managers in preparing performance improvement plans and in taking appropriate action, if those plans are not met. Handles administrative grievances and any appeals to the Merit Systems Protection Board (MSPB) resulting from adverse action decisions.

Riverdale, MD

Kathy Welsh, Branch Chief 301-734-5586
Oris Brown, ER Specialist PPQ, Animal Care, Regulatory Services 301-734-4992
Rudy Zuniga, ER Specialist 301-734-4414

Fax No. 301-734-6351

Minneapolis, MN

Joan Carlson, Team Leader, Center for Veterinary Biologics, National Veterinary Services Laboratories 612-336-3299

Milo Christianson, ERS - MRPBS-Minneapolis Customer Training Special Projects, MSPB Assistance 612-336-3215
Vacant, ERS - Wildlife Services 612-336-3301

Linda Hatfield, ER Assistant, National Agency Checks/Inquiries (NACI) 612-336-3292

Fax No. 612-370-2297

Raleigh, NC

Bob Kraft, Team Leader, Wildlife Services, Animal Care 919-855-7063

Inger Alston, ERS -VS 919-855-7062
James Ward, ERS - IES, CPHST 919-855-7065

Eunice Everett, ER Assistant 919-855-7070
Tony Santitoro, ERS - PPQ 919-855-7066
Michelle Parker, ERS, Washington/Riverdale 919-855-7067

Fax No. 919-855-7074

Ft. Collins, CO

Trudy Driver, ERS - Plant Protection and Quarantine (PPQ), National Wildlife Research Center (WS) 970-494-7417

Taryn McCaughey, Clerk 970-494-7419
Vacant, ERS - Animal Care, MRPBS - WR (IES, IT, ESD)

ERS Training, Special Projects MSPB Assistance 970-494-7418

Rene Wing, ERS - Veterinary Services, Centers for Epidemiology and Animal Health 970-494-7416

Fax No.: 970-494-7424

Employee Misconduct Investigations Branch

EMIB
4700 River Road
Unit 151
Riverdale, MD 20737

EMIB
3150 Centre Ave
Bldg B, 3W8
Ft. Collins, CO 80526

Conducts inquiries, fact findings, and/or investigations of alleged employee misconduct on the part of APHIS employees; provides investigative services to other USDA agencies; serves as the secondary liaison for external investigations conducted by the Office of Inspector General; and reviews/monitors use of the Visa Travel and Purchase Credit Cards, Telephones, and the Fleet Voyager Card.

Riverdale, MD

Marjorie Bolden, Branch Chief 301-734-8868
Theresa Bolton, Management Analyst 301-734-7688
Stephanie Donoghue, Management Analyst 301-734-3177

David Keith, Management Analyst 301-734-6341
Sherry Murphy, Management Analyst 301-734-8874
Carroll Murray, Management Analyst 301-734-5560
Del Roberts, Management Analyst 301-734-3724
Joanne Scott, Administrative Support Assistant 301-734-5537

Fax No.: 301-734-7439

Minneapolis, MN

Bill Addington, Management Analyst 612-336-3301

Fax No.: 612-370-2297

Fort Collins, CO

Paul Sanchez, Management Analyst 970-494-7429

Fax No. : 970-494-7424

Employment, Classification, and Compensation Policy Branch (ECPB)

ECPB 1400 Independence Avenue, SW Room 1726, South Building Washington, DC 20250-3481	ECPB 4700 River Road Unit 21 Riverdale, MD 20737
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Develops, plans, and directs comprehensive employment-related programs. This includes merit promotion, reduction-in force, pay and leave, tours of duty, Senior Executive Service, transit, and telework. Conducts reviews and advises on operational program delivery, develops and provides guidance on mission area classification policy, and handles all classification appeals within the mission area. Provides advice and guidance in an effort to develop policy and implement new systems pertaining to performance management. Assesses the effectiveness and efficiency of the personnel management programs and develops comprehensive recommendations for improvement. Implements new Government and/or Departmentwide initiatives necessitated by changes in legislation, regulations, or meeting unique needs within the mission area.

Riverdale, MD

Paula Bailey-Johnson, Branch Chief 301-734-5601
Vacant, Human Resources Assistant 301-734-6466
Elizabeth Webb, Office Automation Clerk 301-734-6466

Lynn Doetschman, HR Specialist
HR Desk Guide/Issuances Coordinator, HR Home Page Evaluations, Special Projects 301-734-4996

Tara Green, HR Specialist
Classification Policy Classification Appeals Special Projects 301-734-6487

Beverly Reeder, HR Specialist
Employment/Staffing Policy Merit Promotion Policy, CTAP RIF Policy, Voluntary Separation Incentive Payments, IPA Assignments 301-734-5463

Nella Roberts, HR Specialist
Pay Policy Leave Policy Tours of Duty Policy 301-734-5382

Fax No.: 301-734-5100

Washington, DC

Evelyn Burton, Branch Chief 202-720-3010

Tracey Brown, Personnel Assistant Senior Executive Service 202-720-3010

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)
HUMAN RESOURCES DIVISION (HRD)**

Vacant, HR Specialist
Awards Policy
Performance Management
Special Projects 202-720-8034
Linda Lane, HR Specialist
Welfare-to-Work
Exit Interviews
Workforce Planning 202-720-3519
Carmen Queen-Hines, HR Specialist
Star Web, Schedule Cs
Experts and Consultants
Workforce Planning 202-690-4822
Lillie Westbrooks, Team Leader 202-690-3014

Fax No.: 202-720-5703

Minneapolis, MN
Terry Zietlow
Human Capital Initiatives 612-336-3306

Assessment and Litigations Branch

HAB 1400 Independence Avenue, SW Room 1719, South Building Washington, DC 20250-3481	HAB 4700 River Road Unit 18 Riverdale, MD 20737
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Plans, directs, and coordinates the MRP program for litigating Equal Employment Opportunity Commission (EEOC) cases before administrative judges of the EEOC. Provides advice and guidance to, and representational services for the APHIS Employee Relations Branch and AMS/GIPSA Employee Relations Branch on Merit Systems Protection Board cases. Provides advice and guidance to mission area program and supervisory officials in the execution of the EEOC and MSPB litigation functions; and liaisons with the area mission Civil Rights communities, Departmental Office of Civil Rights, the Office of General Counsel, and the Department of Justice on EEOC and MSPB litigation matters.

Riverdale, MD
Sarah Tuck, Chief 301-734-5583
Latoya Liles Administrative Assistant 301-734-5316

Kimberly Myers-Chambers, Reasonable
Accommodation Specialist 301-734-7489
Sherri Sirotkin, APHIS Litigation Specialist 301-734-6281
Vacant, GIPSA Litigation Specialist 301-734-3158

Fax No.: 301-734-6353

Washington, DC
Martin Gold, Lead Litigation Specialist 202-720-9406
Peter Mueller, APHIS Litigation Specialist 202-720-9185
Maria Schmidt, APHIS Litigation Specialist 202-690-2149
Laura Teresinski, APHIS Litigation Specialist 202-720-9185
Vacant, AMS Litigation Specialist 202-690-6049

Fax No.: 202-720-9697

Human Resources Operations – Riverdale/Washington

HR Operations RW 1400 Independence Avenue, SW Room 1714, South Building Washington, DC 20250-3481	HR Operations RW 4700 River Road Unit 22 Riverdale, MD 20737
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Conducts position classification and position management reviews/activities; conducts employment activities involving internal and external recruitment, selection, placement, transfer, promotion, separation, and other personnel-related functions; advises Headquarters managers and employees in the interpretation and

application of policies, rules, regulations, and standards governing position classification, employment, pay, leave, and personnel action processing functions. Plans and carries out mission area college recruitment, targeted recruitment, and related program activities.

Jacqueline Wynn-Bryant, Branch Chief 301-734-3778
Ina Coates, SME 301-734-4995
Mary Perry, Administrative Assistant 301-734-8428

Fax No.: 301-734-4984

Washington, DC
AMS/GIPSA Team
Shelley Pree, Supervisor 202-720-1514
Nikia Chandler, OA Clerk 202-720-5161
Shirley Boyd, HR Assistant 202-690-1693
Holly Bumgarner, HR Specialist 202-720-2507
Nakiecha Cooper, HR Specialist 202-720-6953
Judy Craney, HR Specialist 202-690-3013
Jocelyn Johnson, HR Specialist 202-720-8105
LaShauna Jones, HR Specialist 202-720-2614
Zahida Rakeeb, HR Specialist 202-720-2519
Darlene Sears, HR Specialist 202-720-9407

Fax No.: 202-690-0866

Riverdale, MD
APHIS Team
Vacant, Supervisor
Keisa Brown, HR Assistant 301-734-5176
Beverly Cassidy, HR Specialist 301-734-5535
Rosalind Fortune, HR Specialist 301-734-5251
Tawnya Lee, HR Specialist 301-734-4991
Marvin Nibblett, HR Specialist 301-734-4995
Sherresa Owens, HR Specialist 301-734-5751
Mary Speiden, HR Specialist 301-734-5600
Faith Taylor, HR Specialist 301-734-5651
Gwendolyn Woodard, HR Specialist 301-734-4999
Vacant, HR Specialist 301-734-3816
Vacant, HR Assistant 301-734-5413
Vacant, HR Assistant 301-734-8525

Fax No.: 301-734-4984

Riverdale, MD
Recruitment Team
Vacant, Supervisor 301-734-4955
Vacant, HR Assistant 301-734-5596
Vacant, HR Assistant 301-734-5744

Fax No.: 301-734-4984

Washington, DC
Recruitment Team
Harriet Taylor, HR Specialist 202-720-9176
John Morris, HR Specialist 202-690-4759

Fax No.: 202-690-2782

Human Resources Operations - Minneapolis

HR Operations MN
100 North Sixth Street, 5th Floor
Minneapolis, MN 55403

Minneapolis, MN
Classification, Compensation, Benefits and Security Branch
Jim Duos, Branch Chief 612-336-3322
Jackie Tveter, Management Analyst 612-336-3320
Beth Kurtt, Administrative Services Assistant 612-336-3282
Donna Wilson, Administrative Services Assistant 612-336-3318

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)
HUMAN RESOURCES DIVISION (HRD)**

Benefits Section – Provides advice and guidance to employees on Federal employee retirement and insurance benefits programs. Processes all retirement and insurance election forms. Determines creditable service for retirement, provides retirement calculations and individual counseling to employees. Provides retirement and benefits seminars for agency employee meetings. Provides assistance to beneficiaries on filing retirement and insurance claims when an employee dies.

Minneapolis, MN

Jeanne Fleming, Section Chief	612-336-3318
Debra Busch, Lead Human Resources Specialist	612-336-3285
Peigi Enzler, Human Resources Specialist	612-336-3283
Laura Frantes, Human Resources Assistant	612-336-3307
Barbara Johnson, Human Resources Specialist	612-336-3312
Linda Stiebinger, Human Resources Assistant	612-336-3287
Vacant, Human Resources Specialist	612-336-3365

Fax No.: 612-370-2035

Riverdale, MD

Leslie Casimir, Human Resources Specialist	301-734-5582
--	--------------

Fax No. 301-734-4984

Washington, DC

Michael Murphy, Human Resources Specialist	202-690-4240
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Fax No.: 202-690-1014

Classification Section – Provides classification services and position management advice and guidance. Classification is a comprehensive, orderly system for categorizing positions by Occupational Group, Series, Title, and Grade according to similarities and differences in duties, responsibilities, and qualification requirements.

Minneapolis, MN

Darcy Long, Section Chief	612-336-3321
Michele Stegall, Lead Human Resources Spec	612-336-3413
Dave Ehnstrom, Human Resources Specialist	612-336-3290
Sue Esse, Human Resources Assistant	612-336-3311
Tom Lehner, Human Resources Specialist	612-336-3291
Mandy Olson, Human Resources Specialist	612-336-3295
Ruth Peterson, Human Resources Assistant	612-336-3337
Rick Traetow, Human Resources Assistant	612-336-3416
David Zingler, Human Resources Specialist	612-336-3297
Vacant, Human Resources Assistant	612-336-3296

Fax No.: 612-370-3001

Leave and Compensation Section – Provides advice and guidance on premium pay/leave entitlements, tours of duty, waivers of salary overpayments, leave transfer program and answers T&A questions regarding STARweb. Also provides service regarding non-receipt of salary checks/allotments, salary adjustments, leave error reports, and leave corrections; inquiries on Notices of Intent to Offset Salary (bills); leave and earnings statements; leave buy-back due to OWCP; and salary offset.

Minneapolis, MN

Jeanne Fleming, Section Chief	612-336-3318
Cindy Hadlich, Lead Human Resources Specialist	612-336-3310
Kitty Asper, Human Resources Specialist	612-336-3305
Karen Betts, Civilian Pay Technician	612-336-3344
Bernice Bridges, Civilian Pay Technician	612-336-3308
Deanna Kinneberg, Civilian Pay Technician	612-336-3313
Sharon Saltsman, Human Resources Specialist	612-336-3314
Deborah Thilgen, Civilian Pay Technician	612-336-3316
Janelle Timm, Civilian Pay Technician	612-336-3317

Fax No.: 612-370-2361

Minneapolis, MN
Processing and Staffing Branch
Mavis Harrison, Branch Chief

612-336-3319

Personnel Security Section – Provides advice on security clearances and processes security clearances through the USDA e-QIP System.

Minneapolis, MN

Dru Dukart, Personnel Security Office	612-336-3289
Tiana Richardson, Personnel Security Specialist	612-336-3294
Ingrid St. James, Human Resources Assistant	612-336-3296
Twyla Menlove, Human Resources Assistant	612-336-3399

Merit Systems Protection Board (MSPB) Section – Provides a wide range of human resources-related services for the MSPB, including classification and staffing (merit promotion, case examining, personnel action approval, reduction-in-force, directed reassignment).

Minneapolis, MN

Sharon Satre, Human Resources Specialist	612-336-3202
Jacqueline Miles, Human Resources Assistant	612-336-3362

Processing Section - Enters Payroll Documents (Address Changes, AD-349, Direct Deposits/Allotments, SF-1199A, Federal Tax Withholding Forms, and W-4 into the National Finance Center (NFC) payroll/personnel database. Enters Personnel Actions such as appointments, resignations, promotions, etc., into the NFC database. Ensures the accuracy of employee Service Computation Dates (SCD) for Leave, RIF, and TSP and ensures that Official Personnel Folders (OPFs) are properly maintained.

Minneapolis, MN

Margaret McKinney, Section Chief	612-336-3334
Melinda Anderson, Human Resources Assistant	612-336-3339
Nathan Boyer, Ofc Automation Clerk	612-336-3346
Pam Clark, Human Resources Assistant	612-336-3341
MaryAnn Davenport, Human Resources Assistant	612-336-3328
Judy Dunaski, Human Resources Assistant	612-336-3335
Robirt Duncan, Human Resources Assistant	612-336-3403
Diane Dynon, Human Resources Assistant	612-336-3326
Samantha Fedorko, Human Resources Assistant	612-336-3410
Betsy Fisher, Human Resources Assistant	612-336-3329
Jeanne Goetten, File Clerk	612-336-3303
Amy Hemstreet, Human Resources Assistant	612-336-3324
James Jackson, Human Resources Assistant	612-336-3330
Careen Mammen, Human Resources Assistant	612-336-3332
Lori McCord, Human Resources Assistant	612-336-3325
Joan Mielzarek, File Clerk	612-336-3304
Valerie Naili, Human Resources Assistant	612-336-3336
Kate Rohleder, Human Resources Assistant	612-336-3338
Sue Stine, Human Resources Assistant	612-336-3340
Heather Thilgen, Human Resources Assistant	612-336-3302
Kristie Wagner, Human Resources Assistant	612-336-3327
Carmen Walton, Human Resources Assistant	612-336-3286

Fax No.: 612-370-2082

Staffing Section - Provides advice, guidance, and staffing services on merit promotion, delegated examining, personnel action approval, reduction-in-force, directed reassignments, and other related activities.

Minneapolis, MN

David Hanegraaf, Section Chief	612-336-3356
Martha Gravagna, Lead Human Res Specialist	612-336-3355
Nancy Varichack, Lead Human Res Specialist	612-336-3323
Heidi Bock, Human Resources Specialist	612-336-3343
Mary Buresh, Human Resources Assistant	612-336-3345
Jon Crowson, Human Resources Assistant	612-336-3364
Adele Dixon, Human Resources Specialist	612-336-3348

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)
HUMAN RESOURCES DIVISION (HRD)**

Steve Downs, Human Resources Specialist 612-336-3349
Charlene Drone, Human Resources Assistant 612-336-3280
Cindy Edmond, Human Resources Specialist 612-336-3350
June Fairley, Human Resources Assistant 612-336-3351
Arlene Fancher, Human Resources Assistant 612-336-3352
Lisa Hastings, Human Resources Specialist 612-336-3407
Danielle Hellner, Human Resources Assistant 612-336-3284
John Hendricks, Human Resources Assistant 612-336-3398
Bruce Kauk, Human Resources Assistant 612-336-3357
Beth Kurtt, Administrative Services Assistant 612-336-3282
Sarah Lynch, Human Resources Assistant 612-336-3406
Barbara Lutz, Human Resources Specialist 612-336-3280

Joseph Manuel, Human Resources Assistant 612-336-3369
Lynn McDonald, Human Resources Specialist 612-336-3358
Tammy McLemore, Human Resources Specialist 612-336-3360
Stanley McPeek, Human Resources Assistant 612-336-3420
Shelia Meehling, Human Resources Specialist 612-336-3361
Stephanie Nelson, Human Resources Assistant 612-336-3408
Michael Townley, Human Resources Assistant 612-336-3366
Jennifer Traber, Human Resources Specialist 612-336-3367
Brian Zingler, Human Resources Specialist 612-336-3371

Fax No.: 612-370-2209
612-370-2366

MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)

INVESTIGATIVE AND ENFORCEMENT SERVICES (IES)

OFFICE OF THE DIRECTOR

Robert Huttenlocker
Allison Khroustalev, Assistant Director
Tanisha Butler, Program Support Assistant
Rockell Williams, Program Support Assistant

301-734-8684
301-734-0624
301-734-0820
301-734-8705

Fax No.: 301-734-4328

MAILING ADDRESSES

Riverdale, MD

USDA, APHIS, IES
4700 River Road, Unit 85
Riverdale, MD 20737

Eastern Region - Raleigh, NC

USDA, APHIS, IES
920 Main Campus Drive, Suite 200
Raleigh, NC 27606

Western Region - Fort Collins, CO

USDA, APHIS, IES
2150 Centre Avenue, Building B-3W10
Fort Collins, CO 80526

Regional Responsibilities – Investigates potential violations of the laws and regulations administered by APHIS and the Agriculture Quarantine and Inspection violations identified by Customs and Border Protection. Provides regulatory support to Animal Care, Biotechnology Regulatory Services, Plant Protection and Quarantine, and Veterinary Services.

Eastern Region

John Kinsella, Regional Director 919-855-8080
W. Terry Groce, Assistant Regional Director 919-855-7078
Herbert Jordan, Assistant Regional Director 919-855-7079
Jason Rood, Field Supervisor 516-662-2048
Samuel Santiago, Field Supervisor 786-385-5469

Fax No.: 919-855-7090

Western Region

Timothy Fordahl, Regional Director 970-494-7485
Eric Nickerson, Associate Regional Director 970-494-7496
Jackie Freeman, Field Supervisor 512-383-2429
Karen Krabuner-Lucas, Field Supervisor 310-726-9027
Dianne Ramsey, Field Supervisor 901-598-8041

Fax No.: 970-494-7487

Intelligence Analysis Unit Responsibilities – Provides data collection and analytical services in support of regulatory program investigations and enforcement action.

Intelligence Analysis Unit

Jo Brown, Team Leader 301-734-8438
Robert Broyles, Senior Analyst, Raleigh, NC 919-855-7084
Gail Edmondson, Senior Analyst, Fort Collins, CO 970-217-6517
Priscilla Steward, Senior Analyst, Riverdale, MD 301-734-4975
Lisa Broadway, Investigative Information Spec. 919-855-7076
Erin Hill, Investigative Information Specialist 970-494-7483

Fax No. 301-734-4328

Enforcement Operations is composed of:

Document Control Team - Responsible for the initial review of all incoming investigative case files; review and analysis of alleged violations for legal sufficiency; response to inquiries concerning the status of cases and to whom the case is assigned; records retention, filing and destruction; processing incoming payments sent directly to IES; outgoing violator correspondence; and all aspects of legal documents.

Ruth Ann McDermott, Team Leader 301-734-0575
Crystal Brock, Compliance Case Examiner 301-734-6491
Kimberly Nichols, Compliance Case Examiner 301-734-7851

Case Examiner Team - Responsible for the review and analysis of investigative case files for legal sufficiency; calculating civil penalties and notifying the program; communicating with the violators and/or their representatives; and maintaining strong relationships with program clients.

Janice Sedgwick, Team Leader 301-734-8759
Vera Bennett, Compliance Case Examiner 301-734-8406
Roxanne Folk, Compliance Case Examiner 301-734-5578
Deirdre Jarvis, Compliance Case Examiner 301-734-6169
Jessica Proctor, Compliance Case Examiner 301-734-5767

Enforcement Team - Responsible for review and analysis of cases for legal sufficiency destined for the Office of General Counsel (OGC); cultivating ongoing relationships with program clients; special projects; and serves as liaison with OGC.

Teresa Lorenzano, Team Leader 301-734-8925
Cassie Armiger, Enforcement Specialist 301-734-4969
Sarah King, Enforcement Specialist 301-734-0012
Emily Pullins, Enforcement Specialist 301-734-6339

Fax No. : 301-734-4328

MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)

INFORMATION TECHNOLOGY DIVISION (ITD)

OFFICE OF THE CHIEF INFORMATION OFFICER (CIO)-Unit 101

Greg Parham, Chief Information Officer	301-734-5328	Fax No.: 301-734-6006
Marilyn Holland, Deputy Chief Information Officer	301-734-5367	Fax No.: 301-734-6006
Liz Robinson, Administrative Officer	301-734-5328	Fax No.: 301-734-6006
Billy Smith, Program Manager (Enterprise Architecture)	301-734-7604	Fax No.: 301-734-3376
Kathy Dumire, Management Analyst (Enterprise Architecture)	301-734-4438	Fax No.: 301-734-3376
Vacant, Information System Security Program Manager		
Nate Pippen, Information System Security Analyst	301-734-5198	
Daniel Dove, ITD Emergency Program Coordinator	301-734-4861	
Lynell Dennis, Contractor	301-734-8340	

MAILING ADDRESSES (Area Code)

<u>RIVERDALE, MD (301)</u> APHIS-MRPBS-ITD 4700 River Rd, Unit 101-104 Riverdale, MD 20737	<u>RALEIGH, NC (919)</u> APHIS-MRPBS-ITD 920 Main Campus Dr Suite 200-ITD Raleigh, NC 27606	<u>WASHINGTON, DC (202)</u> APHIS-MRPBS-ITD 1400 Independence Ave Room 0756-SB Washington, DC 20250	<u>FORT COLLINS, CO (970)</u> APHIS-MRPBS-ITD 2150 Centre Ave, Bldg B Mail Stop 1E1 or 1E2 Fort Collins, CO 80526	<u>MINNEAPOLIS, MN (612)</u> APHIS-MRPBS-ITD 100 N. Sixth St, 5 th Floor Minneapolis, MN 55403
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Applications and Information Management (AIM)

Branch - Unit 123

Provides planning, development, and implementation support for administrative and other Agencywide application systems. AIM defines, develops, implements, administers, and maintains the APHIS applications and web architectures; provides planning and integration support for Department eGovernment initiatives; and provides forms, issuances, and records management services.

Nancy Gaucher, Branch Manager	970-494-7090
Kristina Frank, Admin Support Asst	970-494-7096
Angela Anderies, Tech Writer	970-494-7093
Brian Bowman, Application Architect	301-734-8753
Chuck Chenoweth, IT Specialist	301-734-8544
Kathleen Donelson-Westover, Web Architect	970-494-7095
Nancy Farnsworth, IT Specialist	970-494-7094
Cheryl Johnson, Senior Info System Analyst	970-494-7121
Joshua Kessler, Contractor	612-336-3359
Kathy Leners, Senior Info Sys Analyst	612-336-3374
Paul Mihaly, IT Specialist	970-494-7089
Dean Parkinson, Contractor	970-494-7098
John Stephens, Senior IT Project Manager	970-494-7125

Fax No.: 301-734-3376
970-494-7050
612-370-2336

Forms, Issuances, and Records Management

Russ Cole, Senior Information Mgmt Specialist	301-734-3253
Kay Brown, Information Management Specialist	301-734-5086
Lynn Kent, Information Management Specialist	301-734-4423
Cathy McDuffie, Information Mgmt Specialist	301-734-5190
Celeste Sickles, Information Mgmt Specialist	301-734-7477
Karen Stratchko, Information Mgmt Specialist	301-734-7908
Kimberly Hardy, Student Clerk	301-734-8420

Fax No.: 301-734-5319

Forecasting and Planning Services (FPS)

Branch - Unit 103

Manages the APHIS Capital Planning and Investment Control Process (CPIC), including Agency IT budget formulation, Departmental reporting, coordination of Departmental moratorium waiver process, and the facilitation of IT strategic and operational plans. Manages the Agency's Information Systems Security Program to develop agency policies and procedures, security plans, and responses to cyber security problems. Conducts reviews and evaluations, such as workforce planning studies, and forecasts new technologies.

Mimi Fowler-Coristine, Branch Manager	301-734-4901
Andrea Small, Admin Support Asst	301-734-8102
Michael Frenchik, IT Specialist	301-734-5147
Lawrence Herbert, IT Specialist	301-734-5696
Marc Huete, IT Specialist	301-734-7609
Shaniqua Jenkins, IT Specialist	301-734-5694
Lou Lewis, IT Specialist	301-734-5739
Anna Stewart, IT Specialist,	301-734-3376
Donte' Lucas, Student	301-734-5693

Customer Service (CS) Branch - Unit 102

Responsible for Nationwide customer service support activities that include: coordination of headquarters, Minneapolis, and regional CS activities, management of the desktop infrastructure, and operation of the APHIS Technical Assistance Center (ATAC) for information technology problems.

Lissa Scott, Branch Manager 301-436-3115

Customer Service Staff (Riverdale, DC, and Minneapolis)

Cindy MacLeod, Customer Service Support Manager	301-734-4954
Kristal Taylor, Administrative Support Assistant	301-734-5152
Leonard Abram, IT Specialist	301-734-5340
Bobbi Bork, IT Specialist	202-720-3518
Vernon Harleston, IT Specialist	301-734-8909
Larry Larrivy, IT Specialist	612-336-3377
Leroy Morin, IT Specialist	612-336-3378
Mark Necklen, IT Specialist	612-336-3379

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)
INFORMATION TECHNOLOGY DIVISION (ITD)**

Scott Peterson, IT Specialist	612-336-3376
Stacie Roe, IT Specialist	301-734-5971
Dixie Simon, IT Specialist	612-336-3381
Jay Stromowsky, IT Specialist	202-720-9021
Cathleen Vetter, IT Specialist	301-734-5200
James Williams, IT Specialist	301-734-5697

Fax No.:	301-734-3376
	202-720-6100
	612-370-2336

Eastern Region Customer Service Staff (Raleigh)

Diane Riggsbee, Eastern Regional Manager	919-855-7147
Denise Davis, Admin Support Asst	919-855-7131
Dwight Dillman, IT Specialist	919-855-7138
Michael Hargett, IT Specialist	919-855-7135
Rebecca Montgomery, IT Specialist	919-855-7132
Ed Rohn, IT Specialist	919-855-7133

APHIS Technical Assistance Center (ATAC)

Ann Corona, ATAC Technical Lead	919-855-7150
Chris Broome, IT Specialist	919-855-7888
Greg Corker, IT Specialist	919-855-7888
April Crosland, IT Specialist	919-855-7888
Duke DeVilling, IT Specialist	919-855-7888
Don Johnson, IT Specialist	919-855-7888
Debbie Lemire, IT Specialist	919-855-7888
Kelly Markel, IT Specialist	919-855-7888
Sean Moody, Contractor	919-855-7888
Mary Ransom, IT Specialist	919-855-7888
Donna Tsukayama, IT Specialist	919-855-7888
JR Garner, Contractor	919-855-7888
Lisa Mosley, Contractor	919-855-7888
Anthony McFadgen, Contractor	919-855-7888

Fax No.:	919-855-7165
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Western Region Customer Service Staff (Ft Collins)

Terry Luckau, Western Region Manager	970-494-7111
Mark Bannon, IT Specialist	970-494-7114
Victoria Burris, IT Specialist	970-494-7097
Mark Dones, IT Specialist	970-494-7115
Junior Gilson, IT Specialist	970-494-7099
Dennis Love, IT Specialist	970-494-7104

Fax No.:	970-472-1878
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Policy, Planning and Training Staff (PPT)

John Calder, PPT Team Manager	612-336-3382
Cheri Amos, Admin Support Asst	612-336-3375
Blaine Crussell, Desktop Architecture	970-494-7100
William (Bill) Flinn, IT Specialist	970-494-7113
John Lund, IT Training Specialist	970-494-7101
Rhiana Shumate, Contractor	970-494-7102
David Farris, Enterprise Configuration Manager	919-855-7130
JoAnn White, Team Lead, Enterprise Desktop Eng	301-734-5815
Abed Onwona, IT Specialist	301-734-3156

Fax No.:	612-370-2336
	301-734-3376
	970-494-7050

Technology Resources Management (TRM) Branch - Unit 104

Manages the APHIS Information Technology Infrastructure (AITI) with emphasis on the systems and telecommunications components of the AITI. Responsible for system management for all APHIS Enterprise servers (Lotus Notes, Firewall, Oracle, NetBackup, and Web). Provides technical guidance and direction for the configuration management, implementation, and operation of APHIS Departmental servers (NT File, Print and Application). Manages all aspects of the telecommunications services and infrastructure for the Agency worldwide. Provides reliable, cost effective, and secure voice/video/data/radio/wireless communications to all Agency employees.

Matt McLean, Branch Manager (Acting)	301-734-8845
Mamie Smith, Administrative Support Assistant	301-734-5365

Telecommunications Team

Marco Munoz, Telecomm Manager	970-494-7140
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Management Team

Stan Seago, Network Management, Team Leader	970-494-7142
Debbie Aghamiri, Telecom Specialist	301-734-5358
Andrea Bigelow, Contractor	301-436-3169
Brian Bremer, VoIP Engineer, Contractor	612-336-3380
John Brinkso, Telecom Specialist	301-734-7651
Rob Clark, Contractor	970-494-7144
Portia Cross, Telecom Specialist	919-855-7144
Ron Fearing, Network Engineer, Contractor	612-336-3409
Ralph Davis, Telecom Specialist	301-734-7357
David Lawrence, Telecom Specialist	612-336-3386
Roger Lamp, Telecom Specialist	919-855-7145
Antoine Medley, Contractor	919-855-7143
Jason Kraft, Network Engineer Contractor	970-494-7149
Charles Turpin, VoIP Engineer	301-436-3150
William Vaughan, Network Engineer, Contractor	919-855-7137

Network Operations Team

Bryan Rice, Network Operation Team Leader	970-494-7141
Theresa Dyer, Mgmt Analyst	301-734-5218
Michelle Fernandez, Telecom Specialist	612-336-3383
Arlette Johnson, Telecom Specialist	612-370-3385
Gary Unger, Contractor	301-734-8480
Maria Nieto-Menendez, Mgmt Analyst	305-275-1948
Samuel Prieto, Mgmt Analyst	301-734-7692
Marva L. Smith, Contractor	301-734-7669
Robert Strickland, Telecom Specialist	970-494-7143
Tom Thorne, Contractor	970-494-7007

System Administration Team East

Chris Chambers, System Administration East Manager (Acting)	301-734-7349
Elizabeth Ballard-Cooper, IT Specialist	301-734-4353
Antonie Cobb, Student	301-734-5683
Roy Coleman, IT Specialist	301-734-5084
Patrick Coristine, IT Specialist	301-734-5602
Donna Dance-Masgay, IT Specialist	301-734-5942
David Hartley, IT Specialist	301-734-5605
Jermaine Major, Contractor	301-734-5607
Ellen Mudd, IT Specialist	301-734-8907
Don Roe, IT Specialist	301-734-5893
Robert Sikes, IT Specialist	919-855-7146
Herman R. Silva, Contractor	919-855-7136

**MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)
INFORMATION TECHNOLOGY DIVISION (ITD)**

System Administration Team West

James Pullin, Sys Admin West Manager	970-494-7130
Renee Benson, Admin Support Asst	970-494-7126
Julie Bassett, IT Specialist	970-494-7128
James Hein, IT Specialist	970-494-7133
Christine McCoy, IT Specialist	970-494-7129
Laura O'Mara, IT Specialist	612-336-3388

Shawn Parker, Contractor	612-336-3309
Therese Shuey, IT Specialist	970-494-7127
Scott Stoeckle, IT Specialist	970-494-7131
Joanne Wilson, IT Specialist	970-494-7132
Travis Woehrel, Contractor	970-494-7122

Fax No.:	301-734-3376
	970-472-1878
	612-370-2336

ALPHABETICAL EMPLOYEE INDEX

Abram, Leonard.....	14	Bolden, Marjorie.....	9
Addington, Bill.....	9	Bolin, Kevin.....	5
Aghamiri, Debbie.....	15	Bolton, Theresa.....	9
Allen, Judith.....	7	Bona, Shannon.....	7
Allen, LaVerna.....	2	Boney, Dawna.....	5
Allison, Melody.....	2	Bork, Bobbi.....	14
Alston, Harvey.....	5	Borrego, Ernest.....	7
Alston, Inger.....	9	Bowling, Tanya.....	3
Amos, Cheri.....	15	Bowman, Brian.....	14
Anderies, Angela.....	14	Boyd, Shirley.....	10
Anderson, Candy.....	6	Boyer, Nathan.....	11
Anderson, Carol.....	7	Boyer, Patricia.....	7
Anderson, Melinda.....	11	Bramhall, Emily.....	6
Anderson, Will.....	5	Bremer, Brian.....	15
Armiger, Cassie.....	13	Bridges, Bernice.....	11
Asher, Dave.....	2	Brinkso, John.....	15
Asper, Kitty.....	11	Briscoe, Tanya.....	5
Azam, Christine.....	11	Broadway, Lisa.....	13
Backstrom, Michael.....	7	Brock, Crystal.....	13
Bailey-Johnson, Paula.....	9	Broms, Debra.....	7
Baire, Ron.....	7	Broome, Chris.....	15
Baker, Stephanie.....	3	Brown, Catherine.....	5
Ballard-Cooper, Liz.....	15	Brown, Jo.....	13
Ballif, Dean.....	7	Brown, Kay.....	14
Bannon, Mark.....	15	Brown, Keisa.....	10
Barbour, Dina.....	5	Brown, Marcus.....	3
Barger, Blair.....	2	Brown, Oris.....	9
Barnes, Connie.....	7	Brown, Tracey.....	9
Barnes, Lajaun.....	5	Browne, Carolyn.....	7
Barrett, Barbara.....	3	Brownell, Peter.....	8
Barry, Dennis.....	2	Broyles, Robert.....	13
Barth, Ken.....	7	Bumgarner, Holly.....	10
Barzey, Cynthia.....	2	Buresh, Mary.....	11
Bassett, Julie.....	16	Burris, Victoria.....	15
Battle, Michelle.....	6	Burrows, Brendon.....	7
Benham, Karen.....	8	Burt, Curtis.....	7
Benjamin, Jill.....	7	Burton, Evelyn.....	9
Bennett, Vera.....	13	Busch, Debra.....	11
Benson, Gloria.....	2	Butler, Tanesha.....	13
Benson, Renee.....	16	Butler, Tanica.....	2
Berke, Eileen.....	6	Calder, John.....	15
Berryman-Gordon, Melanie.....	1	Capehart, John.....	4
Betts, Karen.....	11	Caraher, Kris.....	6
Beverly, Latasha.....	8	Carlson, Joan.....	9
Bigelow, Andrea.....	15	Carter, Zynise.....	4
Bishop, Ronda.....	6	Case, Sandra.....	3
Blackburn, Tim.....	5	Casimir, Leslie.....	11
Blackwell, Barbara.....	6	Cassidy, Beverly.....	10
Blackwood, Beth.....	8	Chambers, Chris.....	15
Blichfeldt, Craig.....	7	Chandler, Nikia.....	10
Bliss, Vickie.....	5	Chenoweth, Chuck.....	14
Bock, Heidi.....	11	Christianson, Milo.....	9
Bolden, Chemin.....	6	Clark, Pam.....	11

Clark, Rob.....	15	Dunn, Sourette.....	7
Coates, Ina.....	10	Durette, Keisha.....	4
Cobb, Antonie.....	15	Dyer, Theresa.....	15
Coldren, Carol.....	6	Dynon, Diane.....	11
Cole, Russ.....	14	Edmond, Cindy.....	12
Coleman, Denise.....	4	Edmondson, Gail.....	13
Coleman, Roy.....	15	Ehnstrom, Dave.....	11
Commodore, Marguess.....	4	Eichten, Laurel.....	7
Conway, Joan.....	7	Enzler, Peigi.....	11
Conway, Sandy.....	8	Esse, Sue.....	11
Cooper, Julie.....	1	Evans, Christie.....	6
Cooper, Nakiecha.....	10	Everett, Eunice.....	9
Coristine, Patrick.....	15	Fairley, June.....	12
Corker, Greg.....	15	Fancher, Arlene.....	12
Corona, Ann.....	15	Farnsworth, Nancy.....	14
Coursey, Jerry.....	4	Farris, David.....	15
Crandall, Archie.....	2	Fearing, Ron.....	15
Craney, Judy.....	10	Federko, Susan.....	2
Crews, Douglas.....	7	Fedorko, Samantha.....	11
Cronk, Sharon.....	7	Fernandez, Michelle.....	15
Crook, Gary.....	2	Finke, Karen.....	2
Cropper, Karen.....	7	Fisher, Betsy.....	11
Crosland, April.....	15	Fleming, Jeanne.....	11
Cross, Portia.....	15	Flinn, William (Bill).....	15
Crowson, Jon.....	11	Foley, David.....	5
Crussell, Blaine.....	15	Foley, Jodi.....	9
Currie, Lucy.....	7	Folk, Roxanne.....	13
Curry, Kenneth.....	7	Ford, Donna.....	6
Dale, Don.....	8	Fordahl, Timothy.....	13
Dance-Masgay, Donna.....	15	Fortune, Rosalind.....	10
Daugard, Paula.....	7	Fountain, Stephanie.....	5
Davenport, MaryAnn.....	11	Fowler-Coristine, Mimi.....	14
Davis, Denise.....	15	Frank, Kristina.....	14
Davis, Ralph.....	15	Frantes, Laura.....	11
DeCoteau, Inez.....	2	Freeman, Jackie.....	13
Dennis, Lynell.....	14	Frenchik, Michael.....	14
DeVilling, Duke.....	15	Frommes, Jayne.....	2
Dickerson, Robin.....	7	Fuchs, Jennifer.....	7
Dillman, Dwight.....	15	Fucile, Pat.....	7
Dinh, Ashley.....	7	Furnkranz, Christina.....	4
Dixon, Adele.....	11	Gallagher, Jose-Luis.....	2
Doetschman, Lynn.....	9	Gallardo, Tom.....	4
Don Donnell.....	5	Gallaway, Tracey.....	8
Donelson-Westover, Kathleen.....	14	Gardei, Sandra.....	3
Dones, Mark.....	15	Garner, JR.....	15
Donoghue, Stephanie.....	9	Gaucher, Nancy.....	14
Dorsey, Ginger.....	4	Geariety, Cindy.....	7
Dove, Daniel.....	14	George, Rick.....	2
Downs, Steve.....	12	Gereau, Darrellyn.....	2
Driver, Trudy.....	9	Gilbert, Elaine.....	5
Drone, Charlene.....	12	Gilson, Junior.....	15
Dukart, Dru.....	11	Givens, Joneka.....	7
Dukes, Kimberly.....	7	Gmiterko, Theresa.....	2
Dumire, Kathy.....	14	Goetten, Jeanne.....	11
Dunaski, Judy.....	11	Gold, Martin.....	10
Duncan, Robirt.....	11	Gould, Paulette.....	5

Grahek, Tom.....	7	Johnson, Sherree	2
Gravagna, Martha.....	11	Johnson, Wendy	5
Green, Tara	9	Jones, Elaine	4
Groce, Terry.....	13	Jones, LaShauna.....	10
Groth, Elizabeth.....	7	Jones, Lorraine	5
Guardiola, Betsy	5	Jones, Rae.....	4
Hadlich, Cindy.....	11	Jordan, Herbert.....	13
Halvorson, Debbie	2	Jowers, Giana.....	6
Hancock, Micheal	2	Judd, Howard.....	5
Hanegraaf, David.....	11	Kauk, Bruce	12
Hanto, Paul.....	5	Keith, David.....	9
Hardy, Kimberly	14	Kellington, Mary	3
Hargett, Michael.....	15	Kent, Lynn.....	14
Harleston, Vernon.....	14	Kessler, Joshua	14
Harris, Keela	8	Keyes, Mary Ellen.....	5
Harris, Patricia	2	Khroustalev, Allison	13
Harrison, Mavis.....	11	King, Sarah.....	13
Hartley, David	15	Kinneberg, Deanna.....	11
Hartson, George	2	Kinsella, John.....	13
Hastings, Lisa	12	Kirby, Kat	5
Hatfield, Linda.....	9	Knotz, Barbara	7
Haynes, Dale	3	Knutson, Sandra	7
Hein, James.....	16	Krabuner-Lucas, Karen.....	13
Hellner, Danielle	12	Kraft, Jason.....	15
Hendricks, Carol	10	Kreger, Winanne.....	4
Hendricks, John.....	12	Kurrtt, Beth.....	12
Hensley, Sheila.....	7	Kurtt, Beth	10
Henson, Genea.....	7	Lam, Chan	7
Henson, Vondell	8	Lambert, Charlene	2
Herbert, Lawrence	14	Lamp, Roger	15
Hill, Erin	13	Lane, Linda	10
Holland, Marilyn.....	14	Langley, Rochelle	7
Horne, Sonja.....	3	Larrivy, Larry	14
Horner, Ken	5	Lauredan, Aline.....	5
Hudnall, William.....	1	Lawrence, David.....	15
Huete, Marc	14	Lawson, Ed	3
Huntsman, Kay	2	Lawson, Kenneth	3
Huszar, Kelly.....	6	Leaphart, Bennie	3
Huttenlocker, Robert.....	13	Lee, Christian.....	4
Ickes, Shirley	6	Lee, David.....	3
Ingram, Antoinette	5	Lee, Tawnya	10
Irving, Vicky	6	Legendre, Kathy	5
Jackson, Adrienne	8	Legendre, Scott.....	4
Jackson, James	11	Lehner, Tom.....	11
James, Ingrid St.....	11	Lemire, Debbie.....	15
Jarvis, Deirdre.....	13	Leners, Kathy.....	14
Jenkins, Shaniqua	14	Leonard, Wendell.....	2
Jessee, Kelly.....	7	Lewis, Lou.....	14
Johnson, Allyson.....	6	Liles, Latoya.....	10
Johnson, Aretha.....	7	Linder, Debra	4
Johnson, Arlette.....	15	Linkous, Katie	7
Johnson, Barbara	11	Lloyd, Dolores	15
Johnson, Carol.....	3	Long, Tammie	6
Johnson, Cheryl.....	14	Longen, Eric.....	7
Johnson, Don.....	15	Lorenzano, Teresa.....	13
Johnson, Jocelyn.....	10	Lucas, Donte'	14

Luckau, Terry	15	Myers, Elma June	3
Lund, John	15	Naili, Valerie	11
Lund, Leonelle	6	Necklen, Mark	14
Lutz, Barbara	12	Nelson, Andre	3
Lynch, Sarah	12	Nelson, Cynthia	10
Lyons, Pam	5	Nelson, Joanne	7
MacKenzie, Laura	6	Nelson, Kandy	7
MacLeod, Cindy	14	Nelson, Larry	2
Major, Jermaine	15	Nelson, Stephanie	12
Malik, Deborah	7	Nenichka, Margaux	5
Mammen, Careen	11	Nibblett, Marvin	10
Mann, Joanne	2	Nichols, Kimberly	13
Manuel, Joseph	12	Nickerson, Eric	13
Markel, Kelly	15	Nieto-Menendez, Maria	15
Maros, Annette	5	Nosbaum, Ray	3
McCaughey, Taryn	9	Noyes, Russell	2
McCord, Lori	11	Nye, Becky	7
McCoy, Christine	16	Nygren, Corinne	2
McDermott, Ruth Ann	13	O'Brien, Deborah	7
McDonald, Lynn	12	O'Bryan, Keith	2
McDuffie, Cathy	14	O'Mara, Laura	16
McFadgen, Anthony	15	Olms, Chadwick	4
McGourty, Lynn	7	Olson, Mandy	11
McGrady, Anita	3	Onwona, Abed	15
McKinney, Margaret	11	Owens, Sherresa	10
McKinney, Milton	3	Parham, Gregory	14
McLean, Matt	15	Paris, Toni	5
McLemore, Tammy	12	Parker, Michelle	9
McMillan, Annette	5	Parker, Shawn	16
McPeek, Stanley	12	Parkinson, Dean	14
McQuillan, Patricia	4	Passmore, Hilret	4
Medley, Antoine	15	Patterson, Jerome	5
Meehling, Shelia	12	Patterson, Rick	2
Menlove, Twyla	11	Pericak, Cindy	5
Meyers-Chambers, Kimberly	10	Perry, Annette	3
Mielzarek, Joan	11	Perry, Mary	10
Mihaly, Paul	14	Petch, Peter	4
Miles, Jacqueline	11	Peterson, Ruth	11
Miller, Ken	4	Peterson, Scott	15
Miller, Lori	4	Phillips, Sharon	4
Miller, Melanee	6	Phommahaxay, Megan	7
Mitchell, BJ	6	Piper, Phyllis	1
Montgomery, Rebecca	15	Pippen, Nate	14
Moody, Sean	15	Pree, Shelley	10
Morin, Leroy	14	Price, Howard	2
Morris, John	10	Prieto, Samuel	15
Moses, Gail	5	Proctor, Jessica	13
Mosley, Lisa	15	Pullin, James	16
Mudd, Ellen	15	Pullins, Emily	13
Mueller, Peter	10	Queen, Shelly	5
Munno, Joanne	1	Queen-Hines, Carmen	10
Munoz, Marco	15	Rakeeb, Zahida	10
Murphy, Dan	11	Rammer, Jennifer	2
Murphy, Michael	11	Ramsey, Dianne	13
Murphy, Sherry	9	Ramsey, Gregg	5
Murray, Carroll	9	Ransom, Mary	15

Rawle-Diedrick, Gareth	2	Small, Andrea	14
Recktenwald, Barbara	6	Smith, Ayanna.....	4
Redpath, Deborah	7	Smith, Billy	14
Reeder, Beverly.....	9	Smith, Charles W. IV	6
Reese, Jean.....	5	Smith, Marnie.....	15
Reid, Daphne.....	6	Smith, Marva L.....	15
Rice, Bryan	15	Snover, Kathy	5
Richardson, Tiana	11	Soukup, Vikki	7
Ridley, Anita.....	6	Speiden, Mary.....	10
Riggsbee, Diane	15	Speight, Christopher	5
Roberts, Del.....	9	Spence, Kelly	8
Roberts, Nella.....	9	Spence, Loni.....	8
Robinson, Liz.....	14	Spencer, Sophie	2
Roe, Don.....	15	Stegall, Michele.....	11
Roe, Stacie	15	Stephens, John.....	14
Rogers, Beverly	5	Stevens, Linda	6
Rogers, Juanda	4	Steward, Priscillia	13
Rohleder, Kate.....	11	Stewart, Anna	14
Rohn, Ed.....	15	Stiebinger, Linda.....	11
Rood, Jason.....	13	Stine, Sue	11
Rook, Timothy.....	2	Stoeckle, Scott	16
Rose, Collette	4	Stratchko, Karen	14
Rose, David	7	Strecker, Gretchen.....	6
Roudebush, Sadie	7	Strickland, Robert	15
Royster, Mary	8	Stromowsky, Jay.....	15
Runnigen, Kimberly	7	Stuckey, Linda	6
Saltsman, Sharon	11	Taylor, Faith.....	10
Sanchez, Paul.....	9	Taylor, Harriet	10
Santelman, Brenda.....	2	Taylor, Kristal.....	14
Santelman, David	7	Taylor, Toni.....	2
Santiago, Samuel	13	Teachman, Stacye.....	6
Santitoro, Tony	9	Teresinski, Laura	10
Schaad, Linda.....	5	Thilgen, Deborah	11
Schleig, Cathy.....	6	Thilgen, Heather	11
Schmid, Michelle.....	7	Thomas, Jason	8
Schmidt, Kathryn	2	Thomas, Norita	3
Schmidt, Maria.....	10	Thompson, Barbara	6
Schultz, Laura.....	7	Thompson, Sharon	6
Scott, Darlene.....	7	Thorne, Tom	15
Scott, Joanne.....	9	Thorson, Margie.....	2
Scott, Lissa	14	Timm, Janelle.....	11
Seago, Stan	15	Timms, Cathy.....	6
Sears, Darlene.....	10	Townley, Michael.....	12
Sedgwick, Janice.....	13	Traber, Jennifer.....	12
Short, Dale.....	5	Traetow, Rick.....	11
Shuey, Theresa	16	Trainum, Heather	6
Shumate, Rhiana.....	15	Tripp, Julie	7
Sickles, Celeste	14	Tsukayama, Donna.....	15
Sikes, Robert	15	Tuck, Sarah.....	10
Silva, Herman R.....	15	Turner-Duell, Melissa.....	3
Silverio, Paul.....	5	Turpin, Charles	15
Simon, Dixie.....	15	Tyner, Richard	4
Simon, Wayne	7	Unger, Gary	15
Singleton, Barbara	9	Vadali, Bhadra	6
Sirotkin, Sherri	10	Van Denk, Mary	6
Slaga, Kathy	8	Varichack, Nancy.....	11

Varichak, Nancy.....	11
Vaughan, William.....	15
Vetter, Cathleen.....	15
Vevang, Bonnie.....	7
Vince, Michael.....	7
Wadley, Jerry.....	7
Wagner, Kristie.....	11
Walker, Rodney.....	3
Walker, T. Richard.....	4
Walton, Carmen.....	11
Ward, James.....	9
Washington, Linda.....	3
Webb, Elizabeth.....	9
Welsh, Kathy.....	9
Westbrooks, Lillie.....	10
White, JoAnn.....	15
Whiting, Juanita.....	5
Wilkes, Greg.....	7
Wilking, Jason.....	2

Williams, James.....	15
Williams, Jorgeana.....	7
Williams, Rockell.....	13
Wilson, Donna.....	10
Wilson, Joanne.....	16
Wing, Rene.....	9
Woehrel, Travis.....	16
Wood, Cathy.....	5
Woodard, Gwendolyn.....	10
Wynn-Bryant, Jacqueline.....	10
Yao, Maxwell.....	2
Young Parks, Laura.....	5
Young, Kendra.....	5
Youngling, Dawn.....	6
Zietlow, Terry.....	10
Zingler, Brian.....	12
Zingler, David.....	11
Zuniga, Rudy.....	9

Quick-Find Service Guide

Service Description	Telephone Number
Accounting Code Input Information (APHIS)	612-336-3363
Accounting Code Input Information (AMS and GIPSA)	202-720-7865
Acquisition Program Management	301-734-5684
Agency Advisory Committees, Budget Formulation and Execution	301-734-8635
AgPUG (Agriculture Personnel Users Group)	612-336-3334
Agreements Policy and Procedures	301-734-5901
Aircraft Program Management	202-690-0054
Alternative Dispute Resolution (ADR)	301-734-4950
Alternative Work Schedules (AWS)	301-734-6466*
Annual Civil Rights Training	301-734-8657
Annuity Computations	612-336-3287
Antilles School (Puerto Rico), Certification for Attendance	301-734-6466*
APHIS Forms Management	301-734-5190
APHIS Issuance Management	301-734-7477
APHIS Records Management	301-734-3253
APHIS-89s (Issuance and Accountability)	612-336-3204
Appeals, Merit Systems Protection Board (MSPB) [APHIS, except IS]	301-734-4414*
Appeals, Merit Systems Protection Board (MSPB) [APHIS, except IS] Field (East)	919-855-7063
Appeals, Merit Systems Protection Board (MSPB) [APHIS, except IS] Field (West)	612-336-3299
Appeals, Merit Systems Protection Board (MSPB) [AMS/GIPSA/IS]	202-720-5721*
Arbitration (Union)	202-720-9817*
Architecture and Engineering	301-734-8263
Awards and Recognition (Performance, On-the-Spot, Incentive, Cash)	202-720-6378
Behavior Event Interviews (Policy)	301-734-6466*
Benefits (Health and Life Insurance, Retirement, and Death)	612-336-3287
Billing for Cooperative Agreement	612-336-3293
Billing for Interagency Agreement	612-336-3255
Billing for Military (Research and Processing)	612-336-3255
Billing for Miscellaneous (Research and Processing)	612-336-3255
Billing for Reimbursable Agreement (Research and Processing)	612-336-2355
Blood Sampling Payments	612-336-3277
Budget Formulation/Justification/Execution	301-734-8635*
Budget Hearings	301-734-8635*
Budget for Support Units	301-734-8635*
Building Maintenance (Riverdale)	301-734-8010
Building Maintenance (DC Complex)	202-720-6858
Building Maintenance (Ft. Collins)	970-494-7171/7170
Building Maintenance (Raleigh)	919-855-7007
Building Maintenance (Minneapolis)	612-336-3249
Buyouts and Streamlining Policy	301-734-6466*
Career Enhancement Program Policy	301-734-6466*
Career Intern Program	202-720-9176

* For numbers with an asterisk, please ask to be referred to the specialist who services your agency/program

Service Description	Telephone Number
Career Transition Assistance Program	612-336-3344
Civil Penalties Billing and Collection	612-336-3204
Claims (Torts, Employee, Motor Vehicle)	612-336-3270
Classification of Positions	612-336-3281
Classification Standards	612-336-3281
Conduct Problems (APHIS) [except IS]	301-734-4414*
Conduct Problems (APHIS) [except IS] Field (East)	919-855-7063
Conduct Problems (APHIS) [except IS] Field (West)	612-336-3299
Conduct Problems (AMS/GIPSA/IS)	202-720-5721*
Conference Room Reservations (Riverdale)	301-734-3699
Conference Room Reservations (Ft. Collins)	970-494-7168
Conference Room Reservations (Raleigh)	919-855-7007
Conference Rooms (Special Events - Nationwide)	301-734-3858
Conflict of Interest	202-720-9858
Collaborative Resolutions and Team Development	301-734-4950
Contingency Funds Requests	301-734-8635
Contract Training	301-734-3696
Contracts (Construction)	301-734-8263
Contracts [Information Technology (IT)]	301-734-4703
Contracts [Other than Construction and Information Technology (IT)]	612-336-3600
Cooperative Agreements (Formulation Process)	301-734-5901
Cooperative Agreement and Procurement Reviews	301-734-8874
Cooperative Agreements Obligations and Payments	612-336-3255*
Copy Program Management (DC Complex)	202-720-9125
Copy Program Management (Riverdale)	301-734-3701
Copy Room (Riverdale)	301-734-8198
Credit Hours	612-336-3282*
Credit Management for APHIS	612-370-2291
Creditable Service	612-336-3282*
CULPRIT Reports (from NFC Pay/Pers System)	612-336-3329
Customer Service Training	301-734-8962
Death Benefits	612-336-3287
Debt Management for AMS and GIPSA	202-720-7865
Debt Management for APHIS	612-336-3204
Delegations of Authority (Title 7, CFR)	202-690-4822*
Designation of Beneficiaries	612-336-3287
Desk Audits	612-336-3281
Details	612-336-3281
Detail Transaction Reports (Information, Guidance, and Research) for APHIS	612-336-3255*
Detail Transaction Reports (Information, Guidance, and Research) for AMS and GIPSA	202-720-7865
Direct Hiring	612-336-3351
Directories and Locator Automation (Headquarters)	301-734-8010
Directories and Locator Automation (Ft. Collins)	970-494-7001
Disability Retirement	612-336-3287*

* For numbers with an asterisk, please ask to be referred to the specialist who services your agency/program

Service Description	Telephone Number
Disciplinary Actions (APHIS) [except IS]	301-734-4414*
Disciplinary Actions (APHIS) [except IS] Field (East)	919-855-7063
Disciplinary Actions (APHIS) [except IS] Field (West)	612-336-3299
Disciplinary Actions (AMS/GIPSA/IS)	202-720-5721*
Distribution of Publications and Issuances	301-734-5523/7782
Drug Testing	301-734-8350
Dues, Employee Association	202-720-9817*
Dues, Union	202-720-9817*
E-Learning	301-734-5984
Emergency Funding Requests	301-734-8635
Employee Assistance Program (EAP)	301-734-8350
Employee Claims (Approval and Payment)	612-336-3204
Employee Development	301-734-4949
Employee Performance File (EPF) Maintenance-SES, Schedule C	301-734-6466*
Employee Responsibilities and Conduct (APHIS) [except IS]	301-734-4414*
Employee Responsibilities and Conduct (APHIS) [except IS] Field (East)	919-855-7063
Employee Responsibilities and Conduct (APHIS) [except IS] Field (West)	612-336-3299
Employee Responsibilities and Conduct (AMS/GIPSA/IS)	202-720-5721*
Environmental Protection	301-734-0626
Ethics	202-720-9858
Examining Unit	612-336-3344
Executive Development/Leadership Programs	301-734-4949
Experienced Supervisory Training	301-734-5732
Experts and Consultants - Hiring Policy	301-734-6466*
Explanatory Notes	301-734-8635*
Facilities Management (Riverdale)	301-734-8010
Facilities Management (DC Complex)	202-720-3823
Facilities Management (Ft. Collins)	970-479-7171
Facilities Management (Raleigh)	919-716-5600
Facilities Management (Minneapolis)	612-336-3373
Fair Labor Standards Act (FLSA) Policy	301-734-6466*
FAST Track Orders (Motor Vehicle Orders)	612-336-3218
Federal Assistance Award Data System (FAADS)	612-336-3255*
Federal Employees Family Friendly Leave Act	612-336-3282*
Federal Employees Pay Comparability Act	301-734-6466*
Fee Basis Payments	612-336-3277
Field/Regional Offices-Opening/Closing/Relocating	202-336-3214
Financial Disclosure (SF-450)	202-720-9858
Financial Systems and Policies (APHIS)	301-734-5901*
Financial Systems and Policies (AMS and GIPSA)	202-720-7865
Flexible Spending Accounts	612-336-3287
Flexiplace	612-336-3306
FMLA	612-336-3282*
FOCUS Reports (from NFC Pay/Pers System)	612-336-3329

* For numbers with an asterisk, please ask to be referred to the specialist who services your agency/program

Service Description	Telephone Number
Foreign Accounting Documents (Reconciliation, Research, and Processing)	612-336-3247
Foreign Allowance (Administration and Policy)	612-336-3204
Foreign Allowances	612-336-3282
Foreign Reviews for International Services	301-734-8864
Foreign Service Retirement Tracking	612-336-3255
Foundation Financial Information System (FFIS) Coordinators (APHIS)	301-734-8014*
Foundation Financial Information System (FFIS) Coordinators (AMS and GIPSA)	202-720-7865
Foundation Information for Real Property Management	612-336-3214
Functional Statements	301-734-4995
Funding Allocations	301-734-8635*
Garnishment of Federal Salary	612-336-3282*
General Accounting Office (GAO) Audits Liaison	301-734-8189
Gifts, Acceptance of	202-720-9858
GIPSA Forms Management	301-734-5190
GIPSA Issuance Management	301-734-7477
Government Credit Card	301-734-8788
Grievances – Administrative (APHIS) [except IS]	301-734-4414*
Grievances – Administrative (APHIS) [except IS] Field (East)	919-855-7063
Grievances – Administrative (APHIS) [except IS] Field (West)	612-336-3299
Grievances – Administrative (AMS/GIPSA/IS)	202-720-5721*
Hatch Act	202-720-9858
Health Insurance	612-336-3287
Household Moves	612-336-3255
Human Resources Desk Guide (formerly Supervisors Desk Guide)	301-734-4996
Imprest Fund Program Management for IS	612-336-3247
Indemnity Payments	612-336-3255*
Injuries (On-the-Job)	301-734-8133/8350
Intercultural Training	301-734-6513
Intergovernmental Personnel Act Agreements (IPA)	301-734-6466*
Interviewing Resume/Application Preparation	301-734-4949
Inventions and Patents, Payment for	301-734-8635*
Job Sharing Program	301-734-6466*
Labor-Management Relations	202-720-9817*
Labor Services (Riverdale)	301-734-8003
Labor Services (DC Complex)	202-690-4096
Labor Services (Minneapolis)	612-336-3249
Labor Services (Ft. Collins)	970-494-7171/7170
Learning Contracts/Continual Learning Training	301-734-4949
Lease Payments	612-336-3276
Leave	612-336-3282*
Leave Balance Corrections	612-336-3282*
Leave Donor Program	612-336-3282*
Life Insurance	612-336-3287
Litigation of Equal Employment Opportunity Commission Cases (APHIS)	301-734-5316*
Litigation of Equal Employment Opportunity Commission Cases (AMS)	202-720-9406

* For numbers with an asterisk, please ask to be referred to the specialist who services your agency/program

Service Description	Telephone Number
Litigation of Equal Employment Opportunity Commission Cases (GIPSA)	301-734-5316*
Locality Pay	612-336-3344
Logistics Services for Warehousing, Distribution, and Purchasing (Field)	816-926-1629
Long Term Care Insurance	1-800-582-3337
Mail Management	301-734-5912
Mailroom Management (Riverdale)	301-734-3851
Mailroom Management (Minneapolis)	612-336-3249
Mailroom Management (Ft. Collins)	970-494-7171/7170
Management Control Reviews	301-734-8864
Maxiflex	612-336-3282*
Merit Promotion	612-336-3344
Miscellaneous Payments	612-336-3255*
Miscellaneous Collections	612-336-3204
Misconduct (APHIS) [except IS]	301-734-8868*
Misconduct (APHIS) [except IS] Field (East)	919-855-7063
Misconduct (APHIS) [except IS] Field (West)	612-336-3299
Misconduct (AMS/GIPSA/IS)	202-720-5721*
Misconduct Investigations	301-734-5537
Motor Vehicle Procurement	612-336-3218
Motor Vehicle Program Management	612-336-3218
Moving and Labor Services (Riverdale)	301-734-8003
Moving and Labor Services (DC Complex)	202-690-4096
Moving and Labor Services (Ft. Collins)	970-494-7171/7170
Moving and Labor Services (Minneapolis)	612-336-3249
Multi year Planning	301-734-8635*
National Security Program – Eastern Region and AERO	301-734-6178
National Security Program – Western Region and Bldg. B	970-494-7169
New ExCEL Program	301-734-8962
NFC/FFIS Liaison (System Problems, Information, and Research)	612-336-3244
Nonreceipts of Checks (Non-Salary)	612-336-3244
Nonreceipts of Checks (Salary)	612-336-3282*
Office of Inspector General (OIG) Audit Liaisons	301-734-8189
Office of Workers Compensation Program (OWCP) and Job Related Injuries	301-734-8133
Official Personnel Folders (OPF) Maintenance	612-336-3334
OMB Clearance Reviews (APHIS)	301-734-7477
OMB Clearance Reviews (GIPSA)	301-734-5190
Organization Charts	202-690-4822
Organizational Structure Codes	202-690-4822
Outside Employment	202-720-9858
Outstanding Scholar Employment	612-336-3344
PARIS SF – 52 Tracking System	612-336-3320
Part-Time Employment	612-336-3344
PATS	612-336-3320
Payments for Blood Sampling	612-336-3255

* For numbers with an asterisk, please ask to be referred to the specialist who services your agency/program

Service Description	Telephone Number
Payments for Claims (Tort and Employee)	612-336-3255*
Payments for Cooperative Agreement	612-336-3255
Payments for Contracts (including Construction)	612-336-3255
Payments for Fee Basis	612-336-3277
Payments for Foreign Allowance	612-336-3272
Payments for Indemnity	612-336-3255*
Payments for Lease	612-336-3276
Payments for Miscellaneous (APHIS)	612-336-3255*
Payments for Miscellaneous (AMS and GIPSA)	202-720-7865
Payments for Relocation	301-734-8014
Payments for Transportation under \$100	612-336-3255
Payroll Checks (Non-Salary)	612-336-3282*
Payroll Checks (Recertification)	612-336-3282*
PC-TARE (Time and Attendance)	612-336-3282*
PEARS (Prospective Employee Application and Referral System)	612-336-3344
Performance-Based Actions (APHIS) [except IS]	301-734-4414*
Performance-Based Actions (APHIS) [except IS] Field (East)	919-855-7063
Performance-Based Actions (APHIS) [except IS] Field (West)	612-336-3299
Performance-Based Actions (AMS/GIPSA/IS)	202-720-5721*
Performance Management (Policy)	301-734-6466*
Personal Property Field Operations	612-336-3214
Personal Property Headquarters Operations	612-336-3214
Personal Property Program Management	612-336-3214
Personal Property Training	612-336-3214
Personal Property Transactions	612-336-3214
Personnel Manual	301-734-4996
Personnel/Payroll Document Processing	612-336-3334
Personnel Reports	612-336-3281
Planning for Retirement Training	301-734-5551
Political Activity	202-720-9858
Position Classification	612-336-3281
Position Descriptions	612-336-3281
Position Desk Audit	612-336-3281
Position Sensitivity	612-336-3281
Premium Pay	612-336-3282*
Printing Management Program	301-734-5524
Printing Management Program (DC Complex)	202-720-9125
Probationary Periods for New Employees, Supervisors, and Managers	612-336-3344
Probationary Supervisory Training	301-734-8554
Probationary Terminations (APHIS) [except IS]	301-734-4414*
Probationary Terminations (APHIS) [except IS] Field (East)	919-855-7063
Probationary Terminations (APHIS) [except IS] Field (West)	612-336-3299
Probationary Terminations (AMS/GIPSA/IS)	202-720-5721*

* For numbers with an asterisk, please ask to be referred to the specialist who services your agency/program

Service Description	Telephone Number
Procurement Request Processing Construction [Information Technology (IT)]	301-734-8263
Procurement Request Processing Information Technology	301-734-4703
Procurement Request Processing (Other than Construction and IT)	612-336-3227
Procurement Training	612-336-3600
Program Investigations	301-734-8684
Program Reviews	301-734-8184
Property Disposal (Headquarters)	301-734-5699
Public Printing and Administrative Copying (APHIS)	301-734-5524
Purchasing Advice (Field)	612-336-3600
Real Property Program Management	301-734-8263
Realty Training	612-336-3214
Reassignment	612-336-3344
Recruitment	301-734-4955
Recruitment Bonuses	301-734-6466*
Reduction in Force (RIF)	612-336-3344
Reinvention Activities	301-734-8864
Relocation Bonuses	301-734-6466
Reorganizations	612-336-3281
Restoration of Leave	612-336-3282*
Retention Allowances	301-734-6466*
Retirement (Civil Service Retirement System (CSRS)/ Federal Employment Retirement System (FERS))	612-336-3287
Safety Issues	301-734-5991
Security Clearances	612-336-3289
Security Guard Desk (Riverdale)	301-734-3848/3849
Security Guard Desk (Ft. Collins)	970-494-7160
Security Guard Desk (Raleigh)	919-855-7001
Security (National Security Team) <u>Eastern Region</u>	(cell) 301-252-9075
Security (National Security Team) <u>Western Region</u>	970-494-7169 (cell) 970-556-0301
Security Program (Headquarters)	301-734-5662
Security Program (Eastern Region)	301-734-6178
Security Program (Western Region)	970-494-7169
Security Program (Policy Development)	301-734-7729
Service Computation Date Determinations	612-336-3281
Severance Pay	612-336-3282*
SF 1164's Payments	612-336-3272
Staffing Advice/Options	612-336-3344
Staffing Year Reports	301-734-8635
Standard Job Descriptions	612-336-3281
STAR (Time and Attendance Reporting System - APHIS ONLY)	612-336-3282* 301-734-6466
Status of Funds Information and Guidance (LPA, MRPBS, OA, PPD)	301-734-8351

* For numbers with an asterisk, please ask to be referred to the specialist who services your agency/program

Service Description	Telephone Number
Status of funds Information and Guidance (AC, BRS, IS, PPQ, VS, WS)	301-734-8635
Status of Funds Policy and Monitoring (LPA, MRPBS, OA, PPD)	301-734-8351
Status of Funds Policy and Monitoring (AC, BRS, IS, PPQ, VS, WS)	301-734-8635
Status of Funds Information and Guidance	612-336-3237
Streamlining Plan – APHIS	202-690-4822
Student Employment Program	612-336-3344
Summer Interns	202-720-9176
Supervisor's Desk Guide (see Human Resources Desk Guide)	
Temporary Help Firms - Use of	612-336-3344
Terminations (APHIS) [except IS]	301-734-4414*
Terminations (APHIS) [except IS] Field (East)	919-855-7063
Terminations (APHIS) [except IS] Field (West)	612-336-3299
Terminations (AMS/GIPSA/IS)	202-720-5721*
Thrift Savings Plan (TSP)	612-336-3287
Time and Attendances (T&A) Reports	612-336-3282*
Tours of Duty	612-336-3282*
Transit Subsidy	612-336-3306
Transportation Payments	612-336-3255
Travel Policy and Procedures (APHIS)	301-734-5901
Travel Policy and Procedures (AMS and GIPSA)	202-690-3733
Unacceptable Performance (APHIS) [except IS]	301-734-4414*
Unacceptable Performance (APHIS) [except IS] Field (East)	919-855-7063
Unacceptable Performance (APHIS) [except IS] Field (West)	612-336-3299
Unacceptable Performance (AMS/GIPSA/IS)	202-720-5721*
Unions (Labor Relations)	202-720-9817*
User Fees (AQI, PPQ, VS) Collections	612-336-3204
User Fees Policy, Rate Setting, and Funds Management	301-734-5901
User Fees Receivables Processing	612-336-3204
Vacancy Announcements and Information	612-336-3500
Waivers of Overpayment	612-336-3282*
Warehouse Inventory On-Line Access	816-926-1629
Warrant Program Management	202-720-7599
Wellness Program	301-734-6138
WGI Denial (APHIS) [except IS]	301-734-4414*
WGI Denial (APHIS) [except IS] Field (East)	919-855-7063
WGI Denial (APHIS) [except IS] Field (West)	612-336-3299
WGI Denial (AMS/GIPSA/IS)	202-720-5721*
Worker's Compensation	301-734-8350
Workplace Violence	1-866-234-3174 301-734-3173

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